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ABSTRACT

This curriculum guide is designed to aid in teaching a course covering business-related information, skills, and attitudes. Intended for vocational students with special needs, the ten units of instruction are written at elementary reading level. Components of the units are statement of objectives, outline of teacher and student activities, information sheets, transparency masters, assignment sheets, unit check-up, answers to check-up, and progress sheets on which work is marked as satisfactory or incomplete. Units include Planning for Future Work, Collecting Personal Information, Human Relations, Getting Ready for Payday, Record Keeping, Telephone Techniques, Filing and Reference Material, The Use of Money, Job-Related Activities, and Personal Development. (YLB)

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SPECIAL NEEDS IN BUSINESS

LEARN THE BASICS

by

Doris Gowen

CE 026 142

Produced by
Kansas Vocational Curriculum Dissemination Center
Pittsburg State University
Pittsburg, Kansas

1979

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

DEDICATION

This curriculum guide is dedicated to my husband, Clement Gowen, for his loyal support and encouragement. Much time was needed for the writing and revision of this guide and his patience helped me to accomplish this goal.

FOREWARD

This teaching aid is designed to guide an instructor through a course teaching business-related information, skills and attitudes. The units are designed for *vocational students with special needs* using many progressive assignment sheets and written at elementary reading level. However, the comprehensive information will be useful for ALL students in securing personal information for resumes, job applications, and human relations. These necessary basic skills will be used throughout their lifetime and success and satisfaction can be obtained now in each area as learning takes place.

PREFACE

Providing equal opportunities in education and employment settings for people with special needs has become one of the major goals of the 1970's. Provision for serving the special needs population was introduced through the 1968 Vocational Education Amendments. Priorities were established to provide special programs and services for handicapped and disadvantaged persons. Recently, legislation such as:

(1) PL 93-516 - Sections 503 and 504 of the Rehabilitation Act of 1973

(2) PL 94-142 - The Education for All Handicapped Children Act of 1975

(3) PL 94-482 - The Vocational Education Amendments of 1976

has had quite an influence upon educational systems throughout the country. The emphasis has shifted from developing specialized programs to integrating special students into the regular class and laboratories to the maximum extent feasible.

I feel Doris Gowen has made quite a contribution toward the academically disadvantaged student who wishes to pursue a business related career. Her material should assist those persons who need extra help in learning the basic concepts in business related areas. We all owe Doris a great deal of thanks for her efforts in sharing with us her ideas on materials for special needs persons.

Frank M. Slapar

Frank M. Slapar, Ph.D.
Director
Kansas Vocational Curriculum
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The writer would like to acknowledge the advisory committee who examined, reviewed, and made valuable suggestions on each of the units in this guide:

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and also, FRANK M. SLAPAR, Ph.D., Director, of the Kansas Vocational Curriculum and Research Center, Pittsburg State University, for his guidance, leadership, and support. Also, for allowing me the freedom to express my writing in this original manner, to design the cover, illustrations, and content to meet the special needs of the students who will benefit by using this guide.

Carl S. Simpson, Jr., Illustrator

Lynette Slapar, Editor

Darlene Crank, Typist

Staff

of the Kansas Vocational Curriculum and Research Center, Pittsburg State University, who will publish, distribute, and advertise the guide and make the material available for teachers so that many academic and disadvantaged students can make use of this comprehensive guide.

HOW TO USE THIS GUIDE

+ Cassette tapes accompany each unit.

1. The teacher and student read the objectives together.
2. The student listens to the cassette tape to review the objectives, the information sheet and all assignment sheets. Individual work can be done by turning off the tape while completing the assignment.

The tapes aid in reading comprehension.

THE COMPONENTS OF THESE UNITS OF INSTRUCTION HAVE BEEN COLOR-CODED AS LISTED BELOW:

1. STATEMENT OF OBJECTIVES -- Color: White

   Main goals and special goals are to be read by teacher and student together.

2. TEACHER AND STUDENT ACTIVITIES -- Color: White (Teacher Edition only)

   The basis for "lesson planning" includes instruction materials: transparency masters, assignment sheets, answers to assignment sheets, check-up, answers to check-up, and progress sheet.

3. INFORMATION SHEETS: -- Color: Green

   Terms and definitions used in the unit.

4. TRANSPARENCY MASTERS -- Color: White

   Where appropriate, illustrations, charts, maps, diagrams that reinforce the use of assignment sheets.

5. ASSIGNMENT SHEETS -- Color: Ivory. The color is easy to read and pleasant to the eyes.

   Practice or exercise sheets used for reinforcement of cognitive learning to meet the goals of the unit.

6. ANSWERS TO ASSIGNMENT SHEETS -- Color: Pink

   Teacher Edition only

7. UNIT CHECK-UP -- Color: Yellow

   The very important facts to be retained will be listed in the check-up.

8. ANSWERS TO CHECK-UP -- Color: Pink (Teacher Edition only)

9. PROGRESS SHEETS -- Color: Yellow

   For the student and teacher editions to be used in marking work as satisfactory or incomplete and recording dates.

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Unit IX .Job-Related Activities
Unit X . . . . .Personal Development

PLANNING FOR FUTURE WORK
UNIT I

MAIN GOAL

SET GOALS

SPECIAL GOALS

After finishing this unit, you will be able to:

1. Begin a lifework plan.
2. Draw a lifeline with words and pictures.
3. Answer personal questions.
4. Make a poster of people at work.
5. Write a job description.
6. Discuss personal interests with the school counselor and the Job Opportunity Center counselor.
7. Set some short-term goals.
8. List work you want to do and how to acquire skills for the job.

PLANNING FOR FUTURE WORK
UNIT I

SUGGESTED ACTIVITIES

I. Instructor:

  A. Talk about main goal and special goals.

  B. Read information sheet to the student.

  C. Make transparencies to emphasize instructional material.

  D. Give student assignment sheets as needed. Encourage working on plain paper to get information before copying it on the assignment sheets.

  E. Help student as needed.

  F. Evaluate with the words satisfactory and incomplete. If work is not satisfactory, have the student begin again, repeat same process until a satisfactory mark can be given.

II. Student:

  A. Read goals once.

  B. Listen to cassette tape and read goals again for directions.

  C. Study by reading the information sheet.

  D. Listen to cassette tape and read information sheet again for help in learning.

  E. Complete each assignment sheet. Listen to cassette tape for directions.

  F. When you do the work correctly, you will receive a satisfactory rating at the end of each assignment sheet.

  G. Keep the satisfactory sheets for further reference.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

  A. Goals

  B. Information Sheets

C. Transparency Masters

1. TM 1 -- Lifework Planning
2. TM 2 -- Adventure and Travel
3. TM 3 -- Home and Family
4. TM 4 -- Work
5. TM 5 -- Choose
6. TM 6 -- Dress for the Job
7. TM 7 -- Dress for the Job
8. TM 8 -- Dress for the Job

D. Assignment Sheets

1. Assignment Sheet #1 -- Your Future Job
2. Assignment Sheet #2 -- Lifework Planning
3. Assignment Sheet #3 -- Lifework Planning
4. Assignment Sheet #4 -- Getting to Know Yourself Better
5. Assignment Sheet #5 -- Getting to Know Yourself Better
6. Assignment Sheet #6 -- Pictures of People at Work
7. Assignment Sheet #7 -- What Are You Trained To Do?
8. Assignment Sheet #8 -- Learn Job Information
9. Assignment Sheet #9 -- How Do Other Persons See You?
10. Assignment Sheet #10 -- Visit with School Counselor and Job Opportunity Center Counselor
11. Assignment Sheet #11 -- Short-Term Goals

E. Progress Sheet

F. Supplies

1. two large pieces of paper, such as newsprint or posterboard
2. one yardstick
3. crayons, paints, or magic markers
4. glue

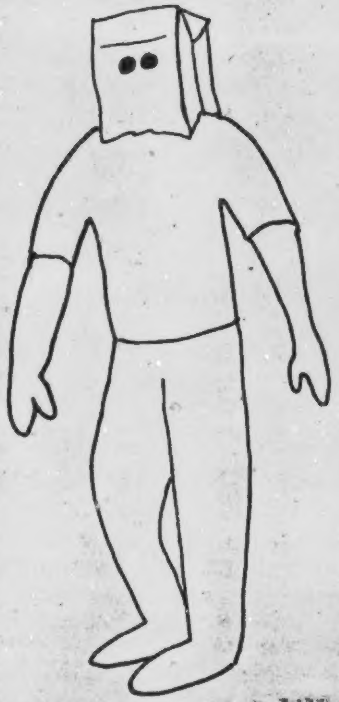
PLANNING FOR FUTURE WORK
UNIT I

INFORMATION SHEET

1. Lifework -- Work you will do in your lifetime.
   Your job may change. One job can lead to another.
2. Attitude -- The way you feel about something.
   The way you act, feel, or think affects other people.
3. Appearance -- The general way we look to ourselves and others.
4. D.O.T. (Dictionary of Occupational Titles) -- Contains information about 35,550 different jobs.
5. Occupational Outlook Handbook -- Tells how many people will be needed for jobs in the future.
6. Environment -- All conditions in work area that affect us.
7. Trait -- An outstanding quality.
8. Physical -- Use of the body.
9. Goal -- What a person aims for in life.
10. Related information -- Closely connected to what you are learning about a job.
11. Strengths -- Strong points.
    What you can do well.
12. Adventure -- Excitement of new things.
13. Recreation -- Play.
14. Skill -- Being able to do something well because of practice.

LIVE TODAY

PREPARE FOR TOMORROW



WHO ARE YOU?

LIFEWORK PLANNING

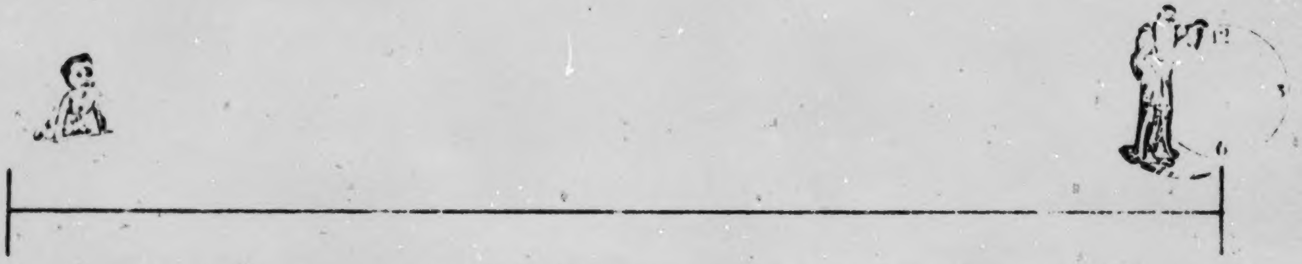
TM I-1
I-4 A

PLANNING FOR FUTURE WORK
UNIT I

ASSIGNMENT SHEET #1 - YOUR FUTURE JOB
TAKE YOUR TIME, FOLLOW DIRECTIONS

In this unit, take time to think about you. You are important.

Look below at the black line. The black line is to be used to show your life. See the baby at one end and the old man at the other end. The old man is called Father Time.



All of the space on the black line between the baby and Father Time is for you to use to show how you have moved along the line of life.

+++1. What would you like to be doing five years from now? Use your ideas and write down what first comes to your mind. If you cannot spell all the words, ask for some help with this.

PLANNING FOR FUTURE WORK
UNIT I

ASSIGNMENT SHEET #2 - LIFEWORK PLANNING

+++ 1. Think of you NOW, today.

Print: this year ___________

your age ___________

+++ 2. Look below. A lifeline is drawn for five years. See the word "NOW"? Below the word "NOW", print in the year and age that you just wrote above.

YEAR -- in each column you will add one year. Time moves on.

AGE -- in each column you will add one year. You will be one year older.

Complete all columns by adding. Example below:

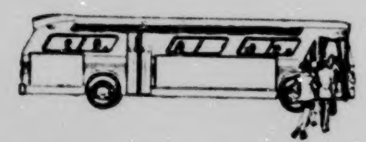
Year	1979	1980	1981	1982	1983	1984	1985
Age	16	17	18	19	20	21	22

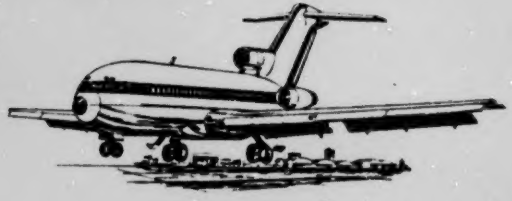
PLANNING FOR FIVE YEARS

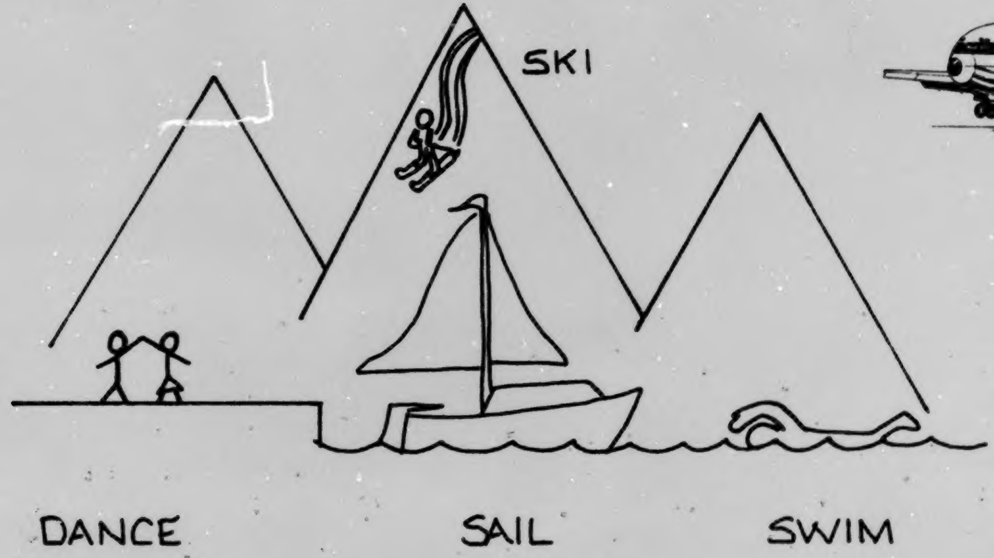
Year	NOW	1 year	2 years	3 years	4 years	5 years	
Age							

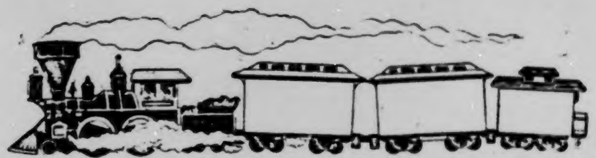
+++ 3. How old will you be in five years? ___________

ADVENTURE and TRAVEL

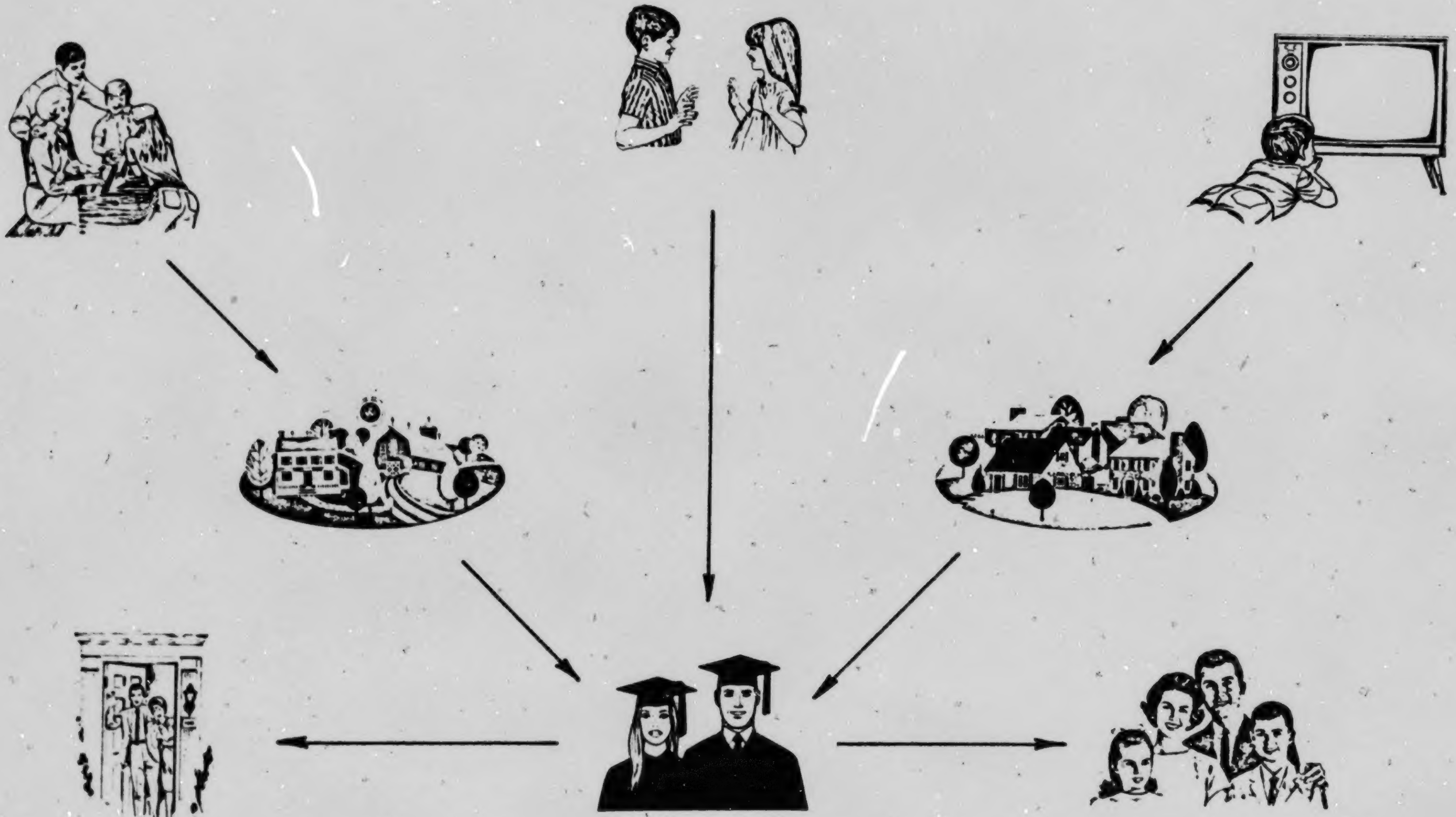








HOME and FAMILY



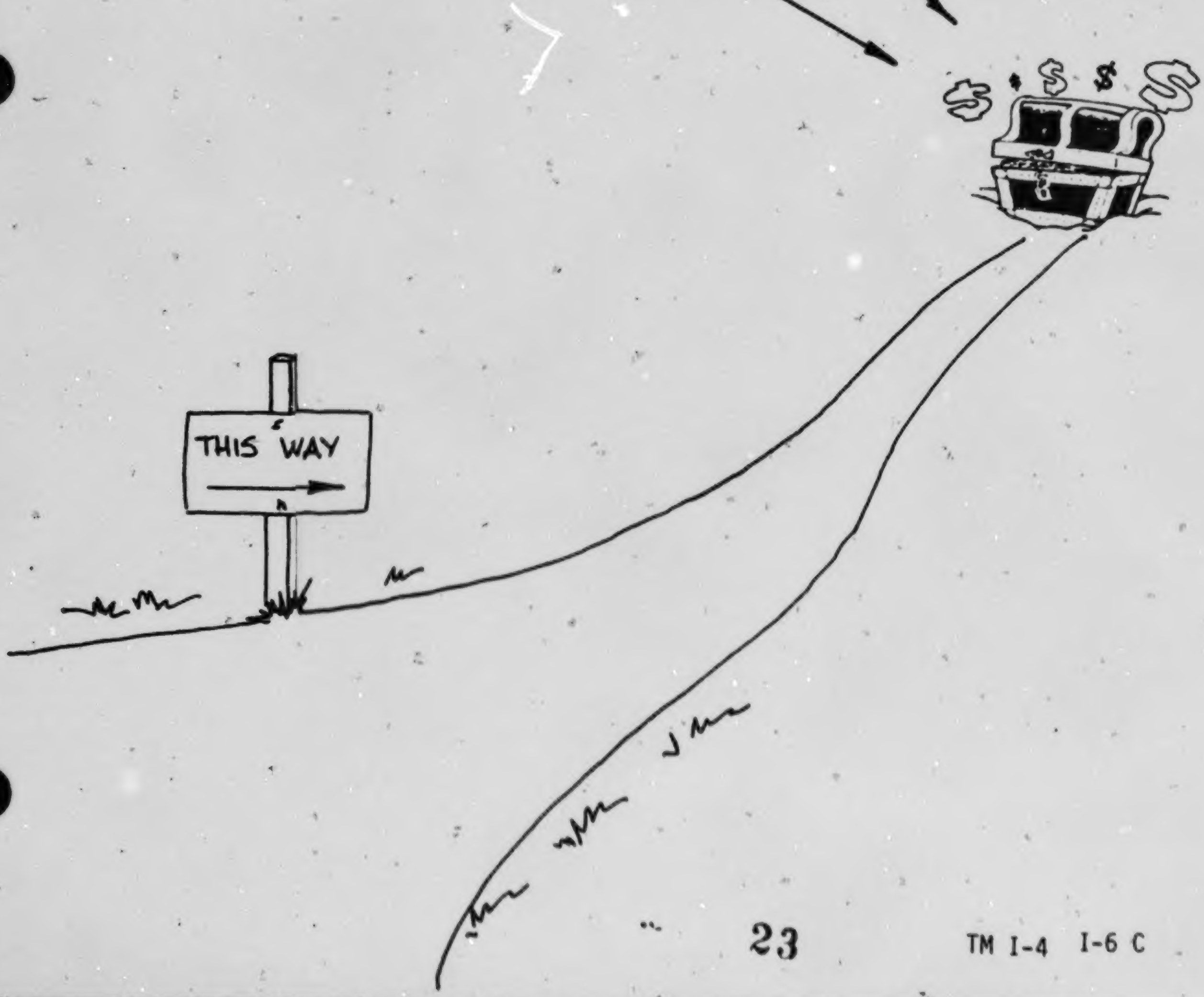
WORK

Work for Needs:

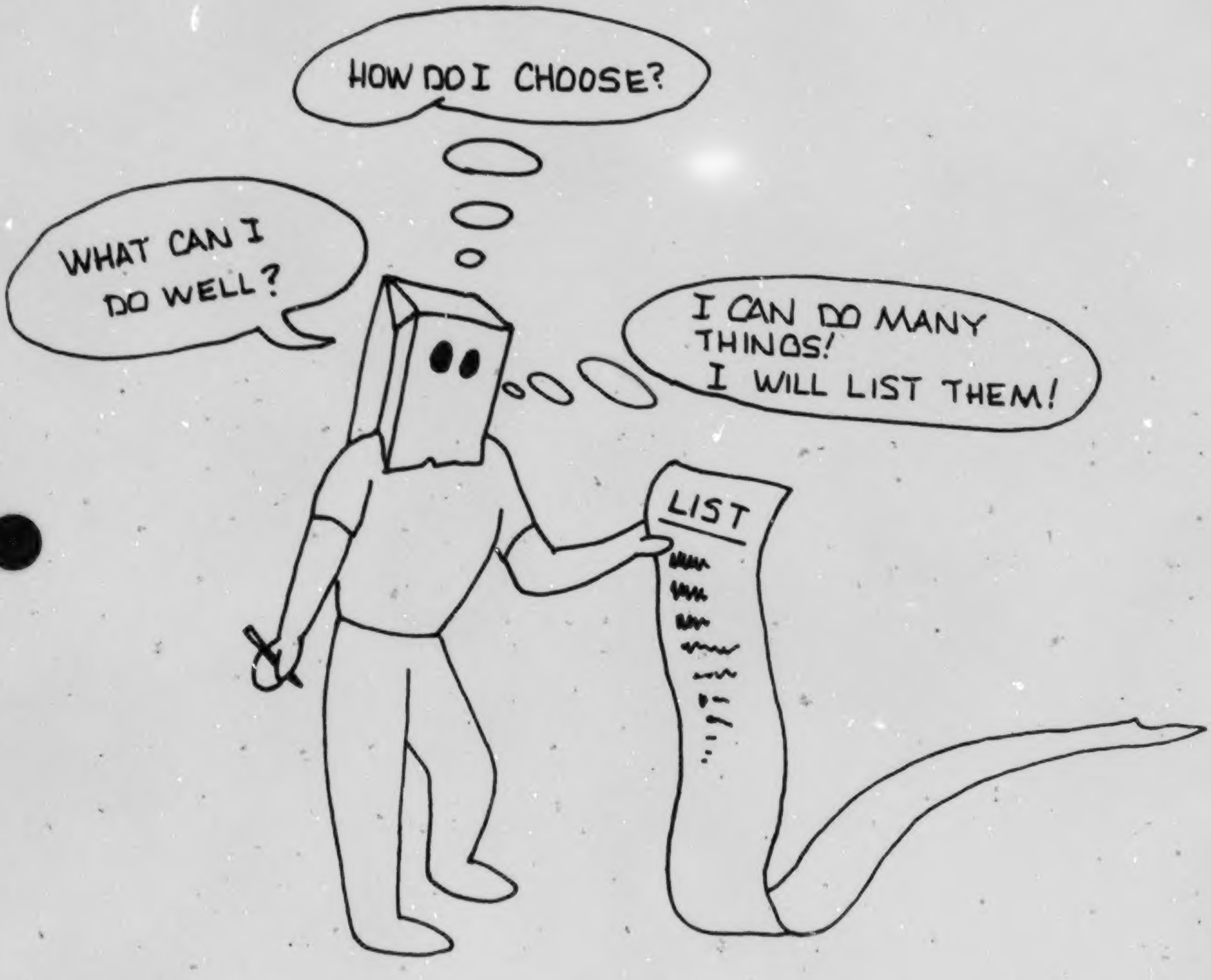
- Food
- Clothing
- Shelter

Work for Wants:

- Car
- Television
- Recreation
- Savings



CHOOSE


HOW DO I CHOOSE?
WHAT CAN I DO WELL?
I CAN DO MANY THINGS! I WILL LIST THEM!
LIST

PLANNING FOR FUTURE WORK
UNIT I

ASSIGNMENT SHEET #3 - LIFEWORK PLANNING

+++ 1. Right now, at your age, what are you doing? Are you a student, working, living at home? Do you have a job? Think about this. Write down what you are doing now.

____

____

____

2. Now think of how you can reach your goal in five years. Think of what you will be doing one year from now, two years, three years, four years, and reaching your goal in five years.

   Maybe it will take you longer than five years to reach the goal that you have in mind.

3. The next three pages show pictures of people at work. You may be wearing some of these clothes to work.

   The pictures are to help you think of ideas in making your own lifework planning. Are you learning and preparing so that you can take care of yourself? Can you cook, make your own bed, keep your room clean and help keep the house clean? Can you wash your own clothes and sew on a button? Have you learned what you can do well so that you can train for a job?

4. Do you like sports? Do you like to travel? Will you work and earn money so that you can enjoy sports? Will you work and earn money so that you can do some traveling?

   Do you feel you can afford to get married? Can you work and earn money for things that you will need?

+++ 5. Ask your teacher for a large sheet of paper, a yardstick, and some crayons, paints, or magic markers. Draw a LONG LINE. At the beginning, put this year and your age.

   At the end of the line, write down how long you expect to live (your age and the year).

   On this long line, draw pictures or write words, or glue on pictures that, in some way, show what you hope to do in your lifetime. (If you want, display your poster on the bulletin board.)

   Your plans can change. A year from now, you may have new pictures to add.

BE SAFE!

TEACHER

CHEF or COOK

CARPENTER

STEEL-TUED SAFETY BOOTS

HARD HAT

GOGGLES

AUTO MECHANIC

DRESS FOR THE JOB

TV CAMERA OPERATOR

FOOTBALL PLAYER

ICE SKATERS

OUTDOOR
WORKER

RODEO RIDER

CASHIER

LETTER
CARRIER

FIREFIGHTER

CIRCUS

"wash the elephant!"

PAINTER

BANK TELLER

PLANNING FOR FUTURE WORK
UNIT I

ASSIGNMENT SHEET #4 - GETTING TO KNOW YOURSELF BETTER

+++ 1. What do you like? List anything you think of that you really like. Example: food, football, typing

__________ __________ __________

__________ __________ __________

__________ __________ __________

__________ __________ __________

+++ 2. Think about your attitude. Remember, attitude is the way you feel about something. The way you act, feel, and think affects other people. Read the questions and answer yes or no.

(Answer yes or no.)

a. Do you get along well with other people? __________

b. Do you get mad easily? __________

c. Do you make excuses for the way you behave? __________

d. Do you sometimes feel others do not like you? __________

+++ 3. Think about your appearance.

(Answer good, bad, or could improve.)

a. How do you look to others? __________

(Answer yes or no.)

b. Do you wear different clothes such as school clothes, work clothes, or dress-up clothes? __________

c. Do you feel good in what you wear? __________

d. Do you think you should change the way you dress? __________

e. If you had more money, would you change the way you dress? __________

f. When you earn your own money, will you change the way you dress? __________

PLANNING FOR FUTURE WORK
UNIT I

ASSIGNMENT SHEET #5 - GETTING TO KNOW YOURSELF BETTER

+++ 1. Inside or Outside Work

(Answer yes or no)

a. Do you like to dress warmly and work where it is cold? ____________________

b. Do you get cold easily and want to stay inside where you can be warm? ____________________

c. Are you strong? ____________________

d. Do you want to do hard, heavy work? ____________________

e. Do you want to do light work with no lifting? ____________________

f. Do you like sitting at work? ____________________

g. Do you enjoy being with a group of people at work? ____________________

h. Do you work better alone? ____________________

i. Do you think better alone? ____________________

j. Do you feel proud of the work you do? ____________________

k. Do you feel good when others like your work? ____________________

l. Do you like to be the boss? ____________________

m. Do you want someone else to be the boss? ____________________

n. Are you a leader? ____________________

PLANNING FOR FUTURE WORK
UNIT I

ASSIGNMENT SHEET #6 - PICTURES OF PEOPLE AT WORK

1. Can you find pictures of people on the job?

2. Ask your teacher for a large sheet of paper.

+++ 3. Look in catalogs, magazines, or newspapers for pictures of uniforms or clothing worn for jobs. See how many pictures you can find. Glue them on the paper.

4. Some pictures could be a cook, waiter or waitress, welder, farmer, or letter carrier.

5. All clothing should look neat, clean, and in good repair. NEVER wear loose or torn clothes around machinery. Always be safe by wearing the correct clothing for the job. The right kind of clothes should fit.

   Some jobs require a uniform. Other jobs require clothing that could be worn anywhere. Notice that many jobs use the same kind of clothing. A maintenance worker, farmer, or factory worker could wear the same kind of clothing.

   Some more ideas of pictures to look for would be:

   nurse's aide
   janitor or custodian
   office worker
   bus driver
   gas station worker
   clerk in a store
   salesman
   maid
   secretary

+++ 6. After you find the pictures, paste them on the large sheet of paper then print the names of the jobs under the pictures.

7. If you want to, put your paper with all the pictures on the bulletin board.

PLANNING FOR FUTURE WORK
UNIT I

ASSIGNMENT SHEET #7 - WHAT ARE YOU TRAINED TO DO?

(Answer yes or no.)

1. Are you still in school? ____________
2. Do you have a job now? ____________
    a. Do you like your job? ____________
    b. Could you make a living and support a family with your job? ____________
3. What jobs have you had? Write down all the jobs you have done. Remember all work you have done will help you on a new job.

    ____

    ____

    ____

4. Are you training for a new job? (Answer yes or no.)

    ____

5. If yes, where are you training?

    ____________ Vocational-Technical School

    ____________ On-the-job Training

    ____________ Classroom

PLANNING FOR FUTURE WORK
UNIT I

ASSIGNMENT SHEET #8 - LEARN JOB INFORMATION

1. Write down the name of a job that you want to learn.

   ____

2. Visit with the school counselor about jobs and careers.
   +++ WRITE THE FOLLOWING INFORMATION:

   a. How many weeks, months, or years does it take to learn the job?

      ____

   b. Where will you get this training?

      ____

   c. How are working conditions such as noise, odors or dust?

      ____

   d. What are duties of the job?

      ____

   e. What education is needed?

      ____

   f. What is the pay and other benefits?

      ____

   g. Are workers needed for this job now and IN THE FUTURE?

      ____

3. Learn about other jobs in the same field. You may be able to do a different one if you cannot do the one you are interested in.

+++ 4. Write down names of all other jobs in this field.

____________	____________
____________	____________
____________	____________

PLANNING FOR FUTURE WORK
UNIT I

ASSIGNMENT SHEET #9 - HOW DO OTHER PERSONS SEE YOU?

1. Talk with your family about what you have learned in this unit. Brag a little about your good points. If you are good with your hands, say so. Be proud. If you get along well with people, brag about it to your family. Say: "This is one of my good points and I can use it for the rest of my life!"
2. Ask your family to tell you other good points they know about you that you may not know. Thank them for helping you to learn more about your good points.
3. Ask the members of your family to tell you one or two of their good points. Ask each member what they can do well and what they are proud of. Example: Be happy with your job. Be honest and always on time. Be at work each day. Take pride in what you are doing. Have confidence -- know what to do.
4. You can talk with your family about your good points and their good points.
5. On the job, you must learn to talk and get along with other people.
6. If you want your parents and others to say something good about you and your good points, learn to tell others about their good points. That makes working and living together much easier.

+++ 7. Write down anything new that you learned about yourself when you talked to your parents.

____

____

____

____

____

____

PLANNING FOR FUTURE WORK
UNIT I

ASSIGNMENT SHEET #10 - VISIT WITH SCHOOL COUNSELOR AND JOB OPPORTUNITY CENTER COUNSELOR

1. Make an appointment with the school counselor to talk about jobs and careers that you are interested in. Tell the counselor that you are thinking about the kind of work you will be doing after you leave school.

2. Ask the counselor to contact the nearest Job Opportunity Center and make an appointment for you to take the GATB, General Aptitude Test Battery, to help you make a good vocational choice. For people who do not read well, a non-verbal version is given. This means you do not have to read the questions. The counselor will help you in every way to get the information you want about yourself to find your strengths.

   Ask the job counselor to give you the results of the test to show your school counselor.

YOU HAVE COME A LONG WAY SINCE WE BEGAN THIS UNIT.

Are you beginning to think of the kind of job you would like to do that you can do well?

OPEN YOUR EYES

POINT THE WAY

BE A WISE OLD OWL!

BE YOURSELF

PLANNING FOR FUTURE WORK
UNIT I

ASSIGNMENT SHEET #11 - SHORT-TERM GOALS

1. It is time to set some short-term goals. Remember all the things that you have been thinking and talking about. Look over your pictures, your lifework planning, your good points, and write down your thoughts today on what you want to do.

2. WHAT DO I WANT TO BE DOING FIVE YEARS FROM NOW?

3. What do I want to be doing one year from now?

4. WHAT CAN I DO NOW TO REACH MY FUTURE GOALS?

5. Write what you have decided to do. Write how you will learn the skills for the job you want.

6. YOU HAVE MADE AN IMPORTANT DECISION TODAY. Now that you have decided what you want to do and have decided how to do it, everything you learn from now on will have more meaning to you.

PROGRESS SHEET

UNIT I

GOAL - A GRADE OF SATISFACTORY

Unit I	Date Completed	Incomplete	SATISFACTORY
Assignment Sheet #1 -- Lifework Planning			
Assignment Sheet #2 -- Lifework Planning			
Assignment Sheet #3 -- Lifework Planning			
Assignment Sheet #4 -- Getting To Know Yourself Better			
Assignment Sheet #5 -- Getting To Know Yourself Better			
Assignment Sheet #6 -- Pictures of Clothing To Wear At Work			
Assignment Sheet #7 -- What Are You Trained To Do?			
Assignment Sheet #8 -- D.O.T. (Dictionary of Occupational Titles) & Occupational Handbook			
Assignment Sheet #9 -- How Do Other Persons See You?			
Assignment Sheet #10 -- Visit With School Counselor & Job Opportunity Center Couns.			
Assignment Sheet #11 -- Short-term Goals			

COLLECTING PERSONAL INFORMATION
UNIT II

MAIN GOAL

COLLECT INFORMATION

SPECIAL GOALS

After you finish this unit, you will be able to:

1. Apply for and obtain a social security card.
2. Obtain a birth certificate.
3. Prepare to obtain a driver's license.
    a. Identify road signs.
    b. Know rules of the road.
4. Complete W-4 tax form.
5. Write a resume titled, "Your Job Sheet".
6. Pick up an application from a business firm.
7. Compose a letter of application.
8. Type an envelope.
9. Fold a letter correctly for a large envelope.

COLLECTING PERSONAL INFORMATION
UNIT II

SUGGESTED ACTIVITIES

I. Instructor:

- A. Talk about main goal and special goals.
- B. Read information sheet to the student.
- C. Make transparencies to emphasize instructional material.
- D. Give student assignment sheets as needed. Encourage working on plain paper to get information and then copy it on the assignment sheets.
- E. Help student as needed.
- F. Evaluate with the words satisfactory and incomplete. If work is not satisfactory, have the student begin again, repeat same process until a satisfactory mark can be given.

II. Student:

- A. Read goals once.
- B. Listen to cassette tape and read goals again for directions.
- C. Study by reading the information sheet.
- D. Listen to cassette tape and read information sheet again for help in learning.
- E. Complete each assignment sheet. Listen to cassette tape for directions.
- F. When you do the work correctly, you will receive a satisfactory rating at the end of each assignment sheet.
- G. Keep the satisfactory sheets for further reference.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

- A. Goals
- B. Information Sheets

C. Transparency Masters

1. TM 1 -- Obtain a Driver's License
2. TM 2 -- Obtain a Driver's License
3. TM 3 -- Obtain a Driver's License
4. TM 4 -- Fold a Letter

D. Assignment Sheets

1. Assignment Sheet #1 -- Apply and Obtain a Social Security Card
2. Assignment Sheet #2 -- Obtain a Birth Certificate
3. Assignment Sheet #3 -- Obtain a Driver's License
4. Assignment Sheet #4 -- W-4 Tax Form
5. Assignment Sheet #5 -- Your Job Sheet
6. Assignment Sheet #6 -- Letter of Application
7. Assignment Sheet #7 -- Type Envelope

E. Check-Up

1. Check-Up -- Social Security Card
2. Check-Up -- Obtain a Birth Certificate
3. Check-Up -- Obtain a Driver's License
4. Check-Up -- W-4 Tax Form and Your Job Sheet

F. Answers to Check-Up

G. Progress Sheet

H. Supplies

1. red and yellow colors (crayons, paints, or magic markers)
2. typewriter for typing envelopes

COLLECTING PERSONAL INFORMATION
UNIT II

INFORMATION SHEET

1. Social Security Card -- A personal identification number. You will use the same number all your life.

2. Signature -- When you write your name.

3. Birth Certificate -- The record of your birth.

4. Driver's License -- A legal permit to drive a car.

5. Tests for Driver's License -- Eye test, written test, and driving test.

6. Defensive Driving -- The art of staying alive while driving a car, motorcycle, or truck.

7. W-4 Tax Form -- A form given to you when you begin work. You write down the number of your dependents. The more dependents you have, the less income tax is held out of your pay.

8. Your Job Sheet -- Sometimes called a resumé or personal data sheet. This is personal information about you. You can refer to this anytime.

9. Letter of Application -- A letter written by you telling a business firm you are interested in working for them when an opening occurs.

10. Address -- The address on a letter and envelope should appear the same way.

11. Application -- A printed form used by all businesses to get information about a person. They try to fit the job to the person hired.

12. Employer -- The person who hires workers.

13. Employee -- The person hired to work.

14. Dependent -- A person who depends upon another for support.

COLLECTING PERSONAL INFORMATION
UNIT II

ASSIGNMENT SHEET #1 - APPLY AND OBTAIN A SOCIAL SECURITY CARD

TAKE YOUR TIME, FOLLOW DIRECTIONS

1. Do you have a social security card? Yes/No (Circle one.)

+++ 2. If your answer is yes, print your number on the card below.
If your answer is no, turn to the next page.
Begin with number 12.

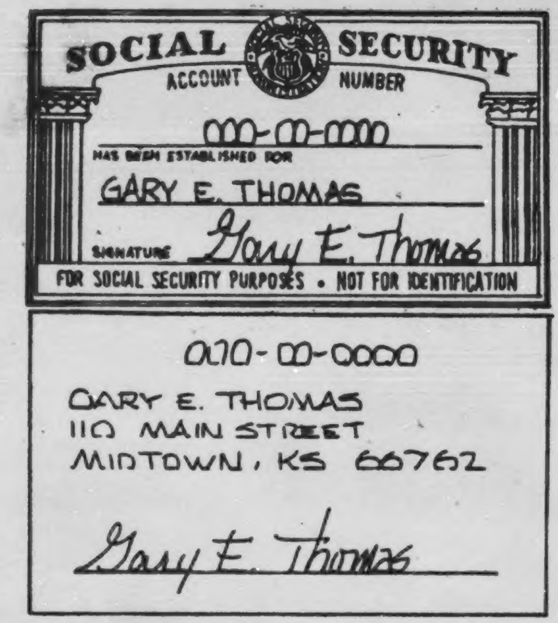
3. Look to your left at the sample as you fill in the blanks below.

4. Print your name on the card below.

5. Write your signature on the card below.

6. Below the dotted line, print your social security number.
Print your name, street address, your city and state, and your zip code number.

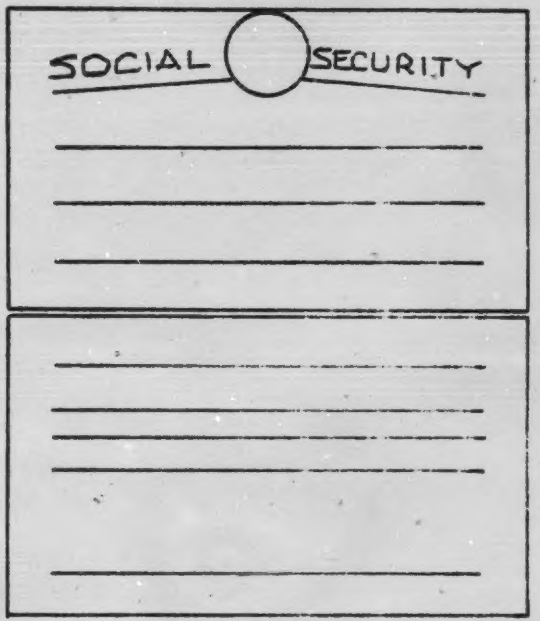
7. Write your signature below the dotted line.



SOCIAL SECURITY
ACCOUNT NUMBER
000-00-0000
HAS BEEN ESTABLISHED FOR
GARY E. THOMAS
SIGNATURE Gary E. Thomas
FOR SOCIAL SECURITY PURPOSES • NOT FOR IDENTIFICATION

000-00-0000
GARY E. THOMAS
110 MAIN STREET
MIDTOWN, KS 66762

Gary E. Thomas



SOCIAL SECURITY

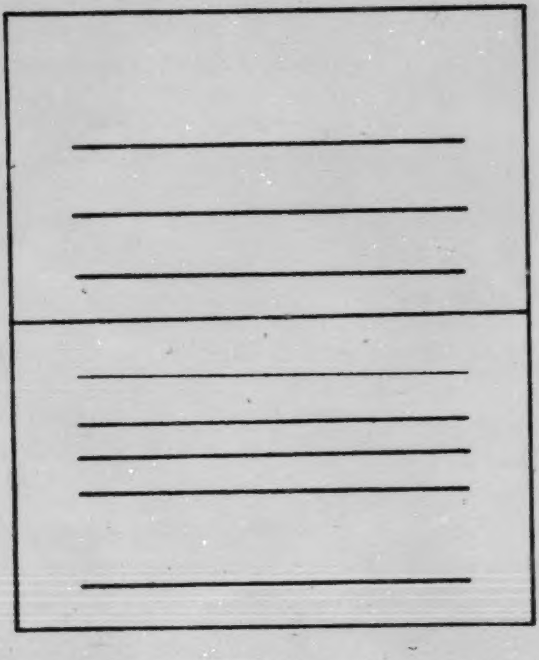
CHECK POINT

8. Did you print your name? Did you write your signature? On the lower section, did you print your name and address? Did you write your signature?

9. If your answer to question number one was no, turn to the next page.

+++ 10. Look at the social security card you just finished. Is the right information on the correct line? Let us see how much you have learned. Again, on the top of the card, print your number on the correct line, print your name and write your signature.

On the bottom of the card, print your number, print your name and address, and write your signature.



11. When you receive a social security card in the mail, you need to add your signature to the card.

+++ 12. All people need a social security card before beginning to work.

   a. You can get an application form at a social security office.

   b. You can get an application form at a post office if there is no social security office in your town.

+++ 13. Get an application form to apply for your social security card.

14. If you are 18 or older, you must fill out your form in person. Take the three identification forms mentioned in #15 below.

15. It takes about four weeks to get your social security card after the application and proof of age, identity, and citizenship are mailed.

   a. A birth certificate, church record of birth, or a baptism record made before your fifth birthday is preferred.

   b. If you do not have a birth certificate or church record, look at the list on the next page of other papers that can be used.

Evidence of age and citizenship

A birth certificate or church record of birth or baptism recorded before your fifth birthday is preferred as proof of your age and place of birth. If neither of these records can be obtained, please furnish one of the documents listed below which shows your date of birth or age.

- ▶ School record
- ▶ Church record
- ▶ State or Federal census record
- ▶ Insurance policy
- ▶ Marriage record which shows your age and date of birth
- ▶ Your child's birth certificate showing your name and age
- ▶ Military discharge papers
- ▶ Delayed birth certificate
- ▶ Draft card
- ▶ U.S. passport
- ▶ Any other record which shows your age or date of birth

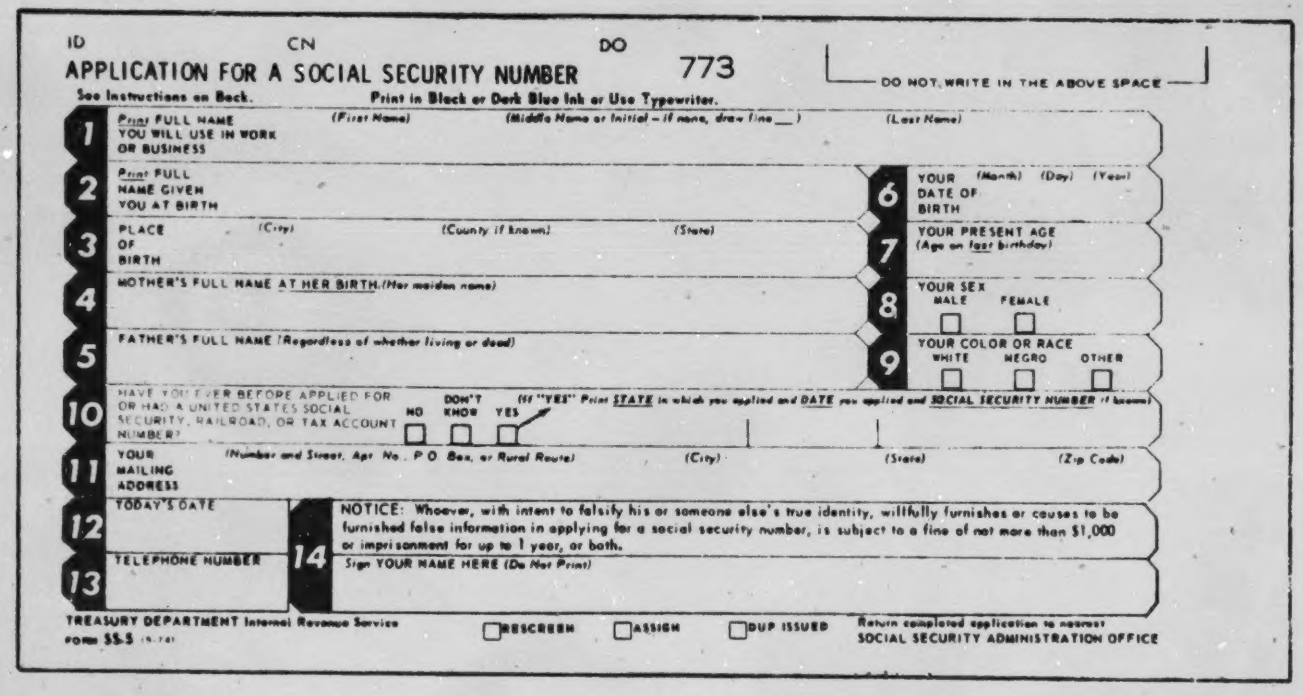
Evidence of identity

- ▶ Driver's license
- ▶ State identity card
- ▶ Voter's registration
- ▶ School identification card
- ▶ Work badge or building pass
- ▶ Draft card or military ID
- ▶ U.S. passport or U.S. identity card
- ▶ Credit card if your signature or picture is shown
- ▶ Marriage record
- ▶ Your child's birth certificate showing your name and age
- ▶ Any other document which shows either your signature or photograph

16. Listen to the tape on how to fill out the form.

17. Fill in the blanks on the practice application below to get your social security number. This is very important. Remember, this will be your social security number for life!!

BE RIGHT ON EACH LINE.



ID CN DO 773

DO NOT WRITE IN THE ABOVE SPACE

APPLICATION FOR A SOCIAL SECURITY NUMBER

See Instructions on Back. Print in Black or Dark Blue Ink or Use Typewriter.

1 Print FULL NAME YOU WILL USE IN WORK OR BUSINESS (First Name) (Middle Name or Initial – if none, draw line __) (Last Name)

2 Print FULL NAME GIVEN YOU AT BIRTH

6 YOUR DATE OF BIRTH (Month) (Day) (Year)

3 PLACE OF BIRTH (City) (County if known) (State)

7 YOUR PRESENT AGE (Age on last birthday)

4 MOTHER'S FULL NAME AT HER BIRTH (Her maiden name)

8 YOUR SEX MALE ☐ FEMALE ☐

5 FATHER'S FULL NAME (Regardless of whether living or dead)

9 YOUR COLOR OR RACE WHITE ☐ NEGRO ☐ OTHER ☐

10 HAVE YOU EVER BEFORE APPLIED FOR OR HAD A UNITED STATES SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? NO ☐ DON'T KNOW ☐ YES ☐ (If "YES" Print STATE in which you applied and DATE you applied and SOCIAL SECURITY NUMBER if known)

11 YOUR MAILING ADDRESS (Number and Street, Apt. No., P.O. Box, or Rural Route) (City) (State) (Zip Code)

12 TODAY'S DATE

13 TELEPHONE NUMBER

14 NOTICE: Whoever, with intent to falsify his or someone else's true identity, willfully furnishes or causes to be furnished false information in applying for a social security number, is subject to a fine of not more than $1,000 or imprisonment for up to 1 year, or both.

Sign YOUR NAME HERE (Do Not Print)

TREASURY DEPARTMENT Internal Revenue Service
Form SS-5 (9-74)

☐ RESCREEN ☐ ASSIGN ☐ DUP ISSUED

Return completed application to nearest SOCIAL SECURITY ADMINISTRATION OFFICE

18. Check. Did you fill in all the blanks?

19. Write your signature.

You have practiced. Now:

20. Fill in the form you picked up.

21. Copy on the form the information from the practice application.

22. Mail the card to the Social Security Office. The address is on the back of the card. If you are 18 or older, take the card and your other papers of identification and go in person.

23. When you get your social security card, write your signature on the two parts. Tear apart. Put one card (the top one) in your billfold. Put the lower part of the card away in a safe place where you and your family will know where it is. You will need it if you lose the one in your billfold.

COLLECTING PERSONAL INFORMATION
UNIT II

CHECK-UP -- SOCIAL SECURITY CARD

YOU WANT TO KNOW WHAT YOU HAVE LEARNED, SO LET US FIND OUT NOW.

1. You learned to print your name. Do this again, print your name.

____

2. You learned that your signature is your written name. Do this again, write your name.

____

3. You learned that no one has your social security number except you. You will use your social security number for a long time. How long?

____

4. One social security card is to be put away for safekeeping. What do you do with the other part of the card (the upper part)?

____

COLLECTING PERSONAL INFORMATION
UNIT II

ANSWERS TO CHECK-UP -- SOCIAL SECURITY CARD

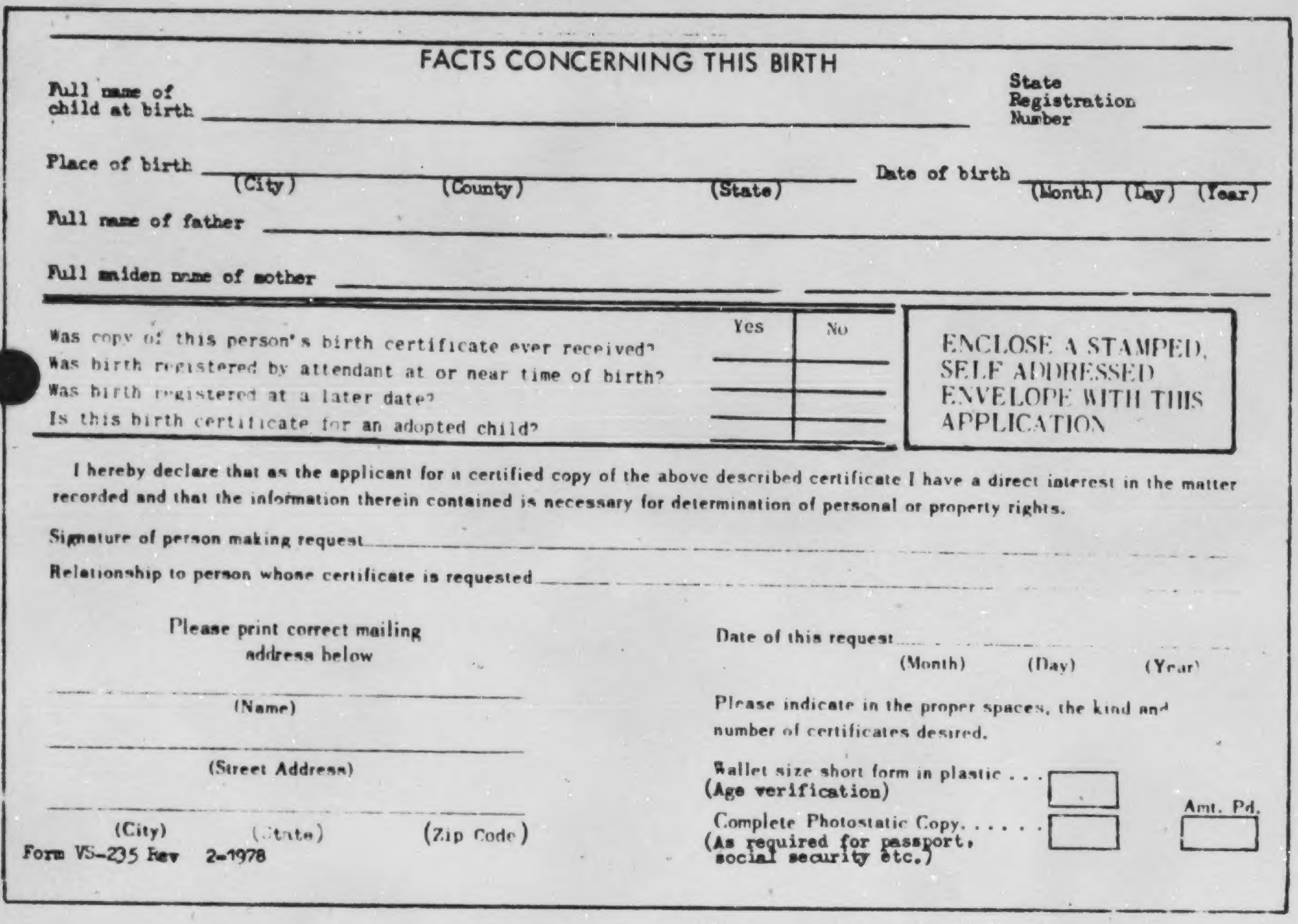
1. Student's first name, middle name or initial, and last name printed.
2. Student's first name, middle name or initial, and last name written (same words that were printed).
3. Lifetime.
4. Carry in billfold or carry on person.

COLLECTING PERSONAL INFORMATION
UNIT II

ASSIGNMENT SHEET #2 - OBTAIN A BIRTH CERTIFICATE

1. Do you have a birth certificate? Yes/No (Circle one.)

+++ 2. If you answered yes, take this sheet home. Get your birth certificate. Fill in the blanks below from your birth certificate. Now you know more about yourself.



FACTS CONCERNING THIS BIRTH

Full name of child at birth ______ **State Registration Number** ______

Place of birth ______ (City) ______ (County) ______ (State) ______ **Date of birth** ______ (Month) (Day) (Year)

Full name of father ______

Full maiden name of mother ______

	Yes	No
Was copy of this person's birth certificate ever received?		
Was birth registered by attendant at or near time of birth?		
Was birth registered at a later date?		
Is this birth certificate for an adopted child?		

ENCLOSE A STAMPED, SELF ADDRESSED ENVELOPE WITH THIS APPLICATION

I hereby declare that as the applicant for a certified copy of the above described certificate I have a direct interest in the matter recorded and that the information therein contained is necessary for determination of personal or property rights.

Signature of person making request ______

Relationship to person whose certificate is requested ______

Please print correct mailing address below

______ (Name)

______ (Street Address)

______ (City) (State) (Zip Code)

Date of this request ______ (Month) (Day) (Year)

Please indicate in the proper spaces, the kind and number of certificates desired.

Wallet size short form in plastic . . . ☐
(Age verification)

Complete Photostatic Copy. . . . . ☐
(As required for passport, social security etc.)

Amt. Pd. ☐

Form VS-235 Rev 2-1978

+++ 3. If you do not have a birth certificate, you will want to get one. Ask someone at home to help you fill this out.

4. Write to the state capital in the state where you were born. Write to the Department of Health and Environment, Vital Statistics. Ask for a form for a birth certificate. Ask how much money it will cost you for each copy you want.

5. If you live in Kansas, you would write to:

   Kansas State Department of Health and Environment
   Vital Statistics
   Topeka, KS 66620

   Always use the city, the state, and the zip code. If you do not know the zip code, check with the post office for the right number.

6. The amount of money you must pay may be three dollars or more.

7. When you have all blanks in the form filled, put a check or money order in with the form and mail. Do not send cash.

8. When you get your birth certificate back, have someone at home help you find a very safe place to put it.

COLLECTING PERSONAL INFORMATION
UNIT II

CHECK-UP -- OBTAIN A BIRTH CERTIFICATE

YOU WANT TO KNOW WHAT YOU HAVE LEARNED, SO LET US FIND OUT NOW.

1. Print your full, legal name. This means your first name, your middle name, and your last name.

   ____

2. Print the name of the city and state where you were born.

   ____________________ (city) ____________________ (state)

3. Print the name of the county where you were born.

   ____

4. Print the date of your birth. (month, day, and year)

   ____

5. Print the name of the city and state where you would send for your birth certificate.

   ____________________ (city) ____________________ (state)

COLLECTING PERSONAL INFORMATION
UNIT II

ANSWERS TO CHECK-UP -- OBTAIN A BIRTH CERTIFICATE

1. The student's first name, middle name, and last name. (complete legal name)
2. The name of the city and state where the student was born.
3. The name of the county where the student was born.
4. Month, day, and year the student was born.
5. The name of the city and state that is the state capital in the state where the student was born.

COLLECTING PERSONAL INFORMATION
UNIT II

ASSIGNMENT SHEET #3 -- OBTAIN A DRIVER'S LICENSE

1. Do you have a driver's license? Yes/No (Circle one.)

+++ 2. If you said yes, fill in the blanks below. Copy the information while looking at your driver's license. You may look at the sample to the right to help you do this.

KANSAS DRIVER'S LICENSE

Type

Lic. No.	Date Birth	Expires

S	EYES	HT	WT

RESTRICTIONS

____

____

____

____

KANSAS DRIVER'S LICENSE

Type CLASS C

Lic. No.	Date Birth	Expires
G2PIN5	02-24-63	02-24-83

S	EYES	HT	WT
M	BLUE	5 10	195

RESTRICTIONS

THOMAS, GARY E.
110 Main Street
Midtown, Kansas 66762

x Gary E. Thomas

3. If you said no, you may want to get a driver's license.

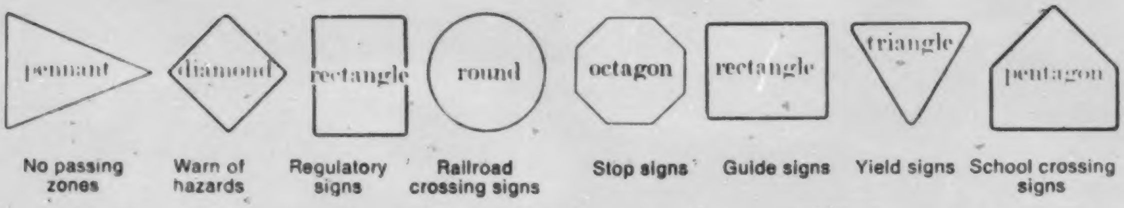
4. Does your school have a driver's education course in the summer? This is the best way to learn to drive and to take the written test. Talk this over with your teacher and your parents.

+++ 5. Contact the City Hall in your city to get a handbook which tells about the laws and signs to help you pass the tests.

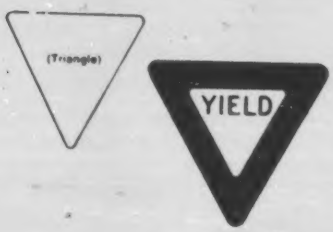
6. There are three parts to your driver's license test.
   a. Eye test
      If you wear glasses, take them with you.
   b. Written test
      This test is on the state traffic laws and road signs.
   c. Driving test
      This test is given only after the other tests have been passed.

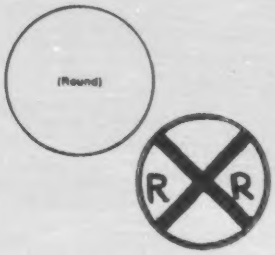
7. Traffic signs are important. If you know the meaning by their shape and color, you will know what to do even though the words or symbols have faded, are covered by ice and snow, or if you are too far away to read them.

8. Look at the shapes below.



9. Some of these signs you know. See the STOP sign, the YIELD sign, the NO PASSING ZONE sign, and the RAILROAD CROSSING sign.



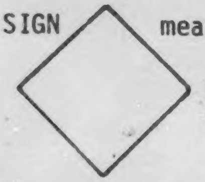


10. The State Handbook says that defensive driving can prevent accidents. There are 3 steps to take to do this:

    1) SEE THE HAZARD: Think about what is going to happen or what might happen as far ahead as you can see. Look for things that might happen.

    2) UNDERSTAND THE DEFENSE: Learn how to handle your car on a wet road, icy road, or what to do if a tire blows out.

    3) ACT IN TIME: If you see something that could be a problem, SLOW DOWN.

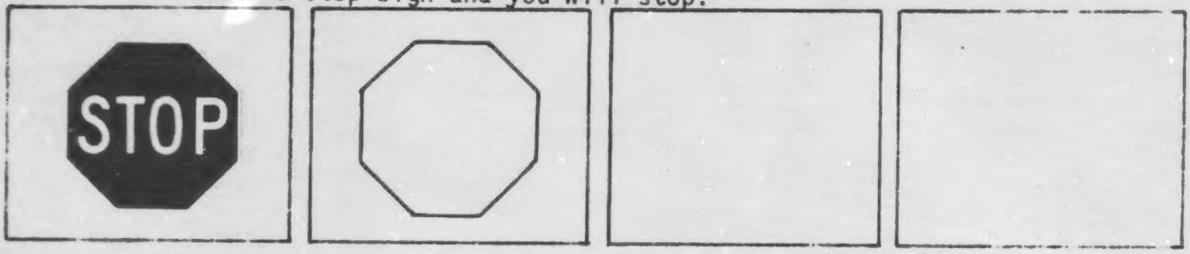


11. WARNING SIGN means that there is a STOP ahead or a YIELD ahead. LOOK, LISTEN, and SLOW DOWN because you may have to stop.

12. The 8-sided sign always means STOP. Look at the stop sign below. It is red with white letters. See the dotted lines. Trace over the lines and print the work STOP inside.

    Draw your own stop sign and print STOP.

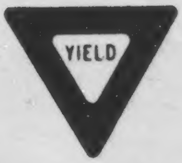
    Draw your own stop sign AGAIN and print STOP. Now, you will always remember a stop sign and you will stop.



CHECK-UP

1. How many sides does a stop sign have? ______________________

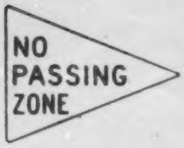
2. What color is a stop sign? ______________________

13. 

Look at the YIELD sign. It has 3 sides and points down.

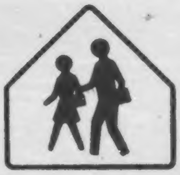
It has a red border band with white inside and the word YIELD in red.

14. Draw your own YIELD sign and color it.

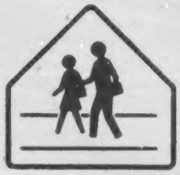


15. Look at the NO PASSING ZONE sign. It is yellow with black words.
Draw your own NO PASSING ZONE and color it yellow.

16. Look at the 2 signs below. They are not alike. Look closely.



SCHOOL ZONE



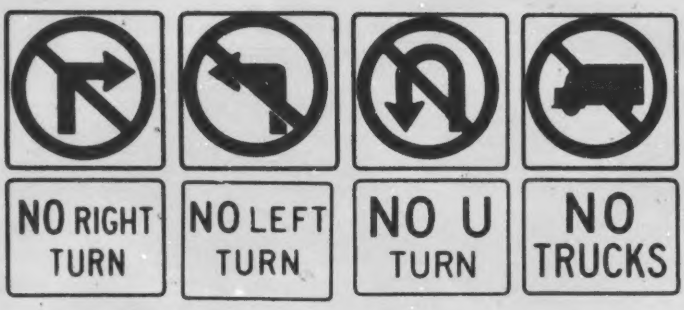
SCHOOL CROSSING

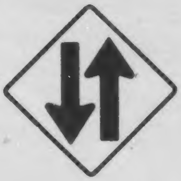
17. SCHOOL ZONE means there is a school close by. You are to slow down and watch for children. The sign is yellow with black pictures.

18. SCHOOL CROSSING means that children must cross the street on their way to and from school. This sign may be many blocks from school. The sign is yellow with black pictures.

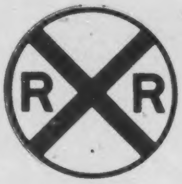
19. Look at the next three pages. You will see more signs. You must know these signs.

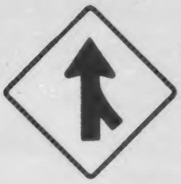
SIGNS



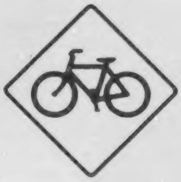


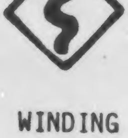
TWO - WAY TRAFFIC



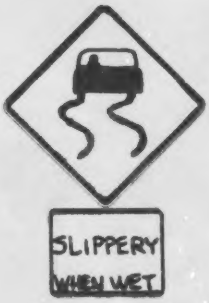


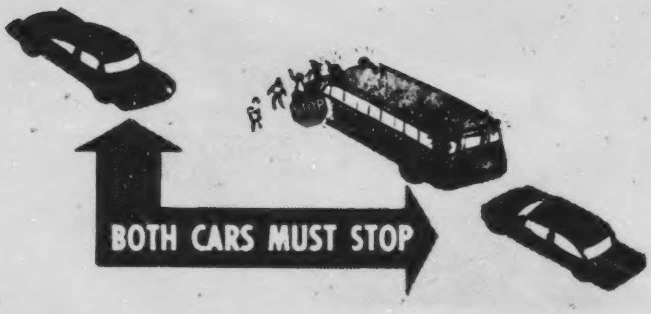
MERGE

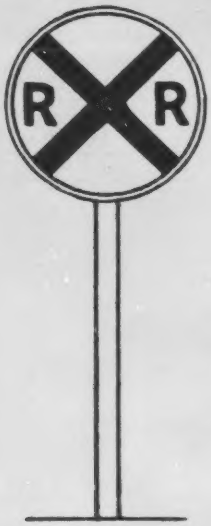




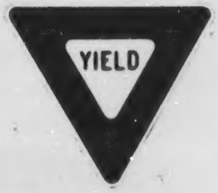
WINDING ROAD AHEAD

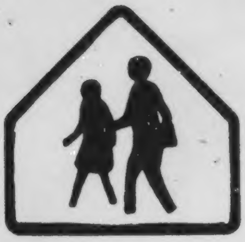


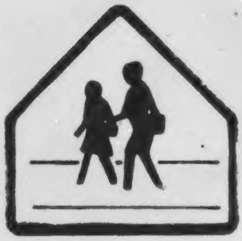


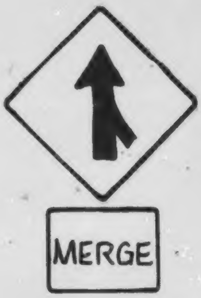


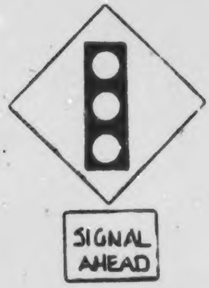
ADVANCE WARNING

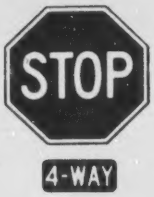


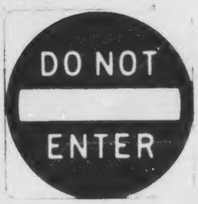

SCHOOL ZONE

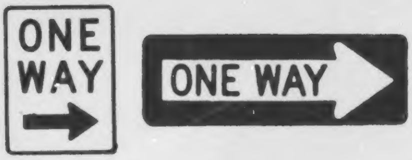

SCHOOL CROSSING











COLLECTING PERSONAL INFORMATION
UNIT II

CHECK-UP -- OBTAIN A DRIVER'S LICENSE

YOU WANT TO KNOW WHAT YOU HAVE LEARNED, SO LET US FIND OUT NOW.

1. What is the best way to learn to drive and take the written test for a driver's license?

   ____

2. Where can you get a driving handbook to study and help you pass the tests?

   ____

3. Write down the three parts to your driver's license test.

   1)____

   2)____

   3)____

Remember that defensive driving is being a good safe driver!!

COLLECTING PERSONAL INFORMATION
UNIT II

ANSWERS TO CHECK-UP -- OBTAIN A DRIVER'S LICENSE

1. Through school.
2. City Hall.
3. Eye test.

   Written test.

   Driving test.

COLLECTING PERSONAL INFORMATION
UNIT II

ASSIGNMENT SHEET #4 -- W-4 TAX FORM

1. When you have a job, money is held from your pay check for income tax. This is figured on the number of dependents you claim on the W-4 tax form.

+++ 2. Look at the card below. Fill in the blank card. Print your full name (first, middle, and last name). Write your name on the dotted line. Date it today.

You have learned to follow directions.

Form **W-4**
(Rev. May 1977)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate
(Use for Wages Paid After May 31, 1977)
This certificate is for income tax withholding purposes only. It will remain in effect until you change it. If you claim exemption from withholding, you will have to file a new certificate on or before April 30 of next year.

Type or print your full name: Gary Ed Thomas

Your social security number: 000-00-0000

Home address (number and street or rural route): 110 Main Street

City or town, State, and ZIP code: Midtown, Kansas 66762

Marital Status: ☒ Single ☐ Married ☐ Married, but withhold at higher Single rate

Note: *If married, but legally separated, or spouse is a nonresident alien, check the single block.*

1 Total number of allowances you are claiming 1

2 Additional amount, if any, you want deducted from each pay (if your employer agrees) . . . . $ --

3 I claim exemption from withholding (see instructions). Enter "Exempt" . . . . /

Under the penalties of perjury, I certify that the number of withholding exemptions and allowances claimed on this certificate does not exceed the number to which I am entitled. If claiming exemption from withholding, I certify that I incurred no liability for Federal income tax for last year and that I anticipate that I will incur no liability for Federal income tax for this year.

Signature ▶ Gary E. Thomas Date ▶ 12-1, 19 79

Form **W-4**
(Rev. Dec. 1975)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate
(This certificate is for income tax withholding purposes only; it will remain in effect until you change it.)

Type or print your full name

Your social security number

Home address (Number and street or rural route)

City or town, State and ZIP code

Marital status
☐ Single ☐ Married
(If married but legally separated, or spouse is a nonresident alien check the single block.)

1 Total number of allowances you are claiming . . . .

2 Additional amount, if any, you want deducted from each pay (if your employer agrees) . . . . $

I certify that to the best of my knowledge and belief, the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

Signature ▶ Date ▶ , 19

COLLECTING PERSONAL INFORMATION
UNIT II

ASSIGNMENT SHEET #5 -- YOUR JOB SHEET

1. This job sheet is about you. Take this job sheet with you to look for a job.

+++ 2. Fill in the blanks below.

You have learned to follow directions.

YOUR JOB SHEET

Name ______________________ Social Security No. ______________ Phone ______________

Address ____

____

Schools Attended

Name of School	Dates Attended	Date Graduated

References

Name	Address	Occupation

Job Experience

Name of Company	Address	Dates	Job Held	Reason for Leaving

+++ 3. At the top of the next page, fill in the blanks.

+++ 4. Turn the page over, and fill in the blanks on references.

5. Be sure this is right.

6. Keep this in your book. You can use it again sometime.

+++ 7. Now copy this in the blanks at the bottom of the page.

+++ 8. Turn the paper over and fill in the blanks on references.

9. You can spell other names you may need on the back.

10. Some applications may ask: "Do you have a police record?"

11. Cut around the black line at the bottom of the page.

12. Fold on the dotted lines.

13. You can carry this in your billfold.

14. You can use this to copy from.

15. When you go to look for a job, be clean.

+++ 16. Go with a friend to pick up an application for a job.

17. Bring the application back to school. Fill it out for practice.

18. The next time you pick up an application, go by yourself.

19. Don't take the form home. Show the person hiring you that you can fill the form there. You will be able to fill the form there. You are ready!!

20. You will be asked: "How far did you go in school?" "When did you leave school?" "Where have you worked and when?" "Who did you work for?" "How much money did you make an hour?"

21. So begin now to keep your record. Add to the list as you get more jobs.

Name
Address
Phone
Birthday
Age Sex
Race S.S.No.

Height Weight
Hair Color Health
Single or Married
Father's Name
Mother's Name
School Activities

Work Experience: (places you have worked)
Company
Job
Dates
Company
Job
Dates

Hobbies
Education:
School-Jr. High
Dates
School-High School
Dates
School-College
Dates

Name
Address
Phone
Birthday
Age Sex
Race S.S.No.

Height Weight
Hair Color Health
Single or Married
Father's Name
Mother's Name
School Activities

Work Experience: (places you have worked)
Company
Job
Dates
Company
Job
Dates

Hobbies
Education:
School-Jr. High
Dates
School-High School
Dates
School-College
Dates

References: (people who know you)

Name

Address

Name

Address

References: (people who know you)

Name

Address

Name

Address

COLLECTING PERSONAL INFORMATION
UNIT II

ASSIGNMENT SHEET #6 -- LETTER OF APPLICATION

1. A good application letter can help you get the job you want.
2. A sample letter is on the next page.
3. Ask for the job you want.
4. Tell why you can do the job and why you want the job.
5. Give the names of people who know you can do the work.
6. Print your name, address, and phone number.
7. Get the letter in the mail as soon as you can.

++++++

+++ 8. The page after the sample letter is a blank page. You can use it to write a letter for a job.

   a. Think of a job you would like to have.
   b. Look in the phone book for the name and address of a place where you could work.
   c. Tell them what job you want.
   d. Tell them why you can do the work.
   e. Write three persons that are not related to you for references. You can list a teacher, a minister, and a person you have worked for.
   f. Print your name, address, and phone number.
   g. Write your name (signature).
   h. Send a copy of Your Job Sheet.
   i. Write the letter on scratch paper first. Make changes if needed.

      You may use a typewriter if you can type.

****
Sample Letter
****

December 1, 1979

Mr. William B. Jones, Manager
Main Street Supermarket
Midtown, KS 66762

Dear Mr. Jones:

(Job you want)

The counselor at the high school, Mrs. Gowen, told me you had two openings for stockers.

Last summer, I worked at Wichita as a stocker at the Wichita Foodliner and liked the work very much. I found that I can work quickly and keep the canned goods on the shelves so the shopper can find what is wanted.

(why you can do the work)

Mr. Frank Jones, manager of the Wichita Foodliner, said I could use his name as reference.

(reference)

I would really like to have this job. When may I come in to talk to you?

Thank you.

Sincerely,

Gary E. Thomas

Gary E. Thomas
110 Main Street
Midtown, KS 66762

316-233-5409

Enclosure:
Your Job Sheet

+ + + + + + + + +

YOUR LETTER

+ + + + + + + +

COLLECTING PERSONAL INFORMATION
UNIT II

ASSIGNMENT SHEET #7 - TYPE ENVELOPE

1. Even if you do not know how to type, you can address an envelope by typing with one finger. Typing makes the envelope look better. Typing is easier to read.

+++ 2. Two sample envelopes are on the next page.

3. Put a blank piece of paper in the typewriter. Just play by pressing the keys down. Make capital letters. Make spaces between words. Draw a few lines and type on the lines.

4. When you are ready, put the envelope in the typewriter that has lines drawn on it.

+++ 5. In the top left corner, type your name on line one. Type your street address on line two. Type your city, state, and zip code on line three.

6. Move to the lines in the middle of the envelope. Type the name and address of the person you are sending the letter to. Type it the same way as it is on your letter.

   The sample letter shows the address for Mr. Jones. On the envelope it would be typed on three lines as it is on the letter:

   Mr. William B. Jones, Manager
   Main Street Supermarket
   Midtown, Kansas 66762

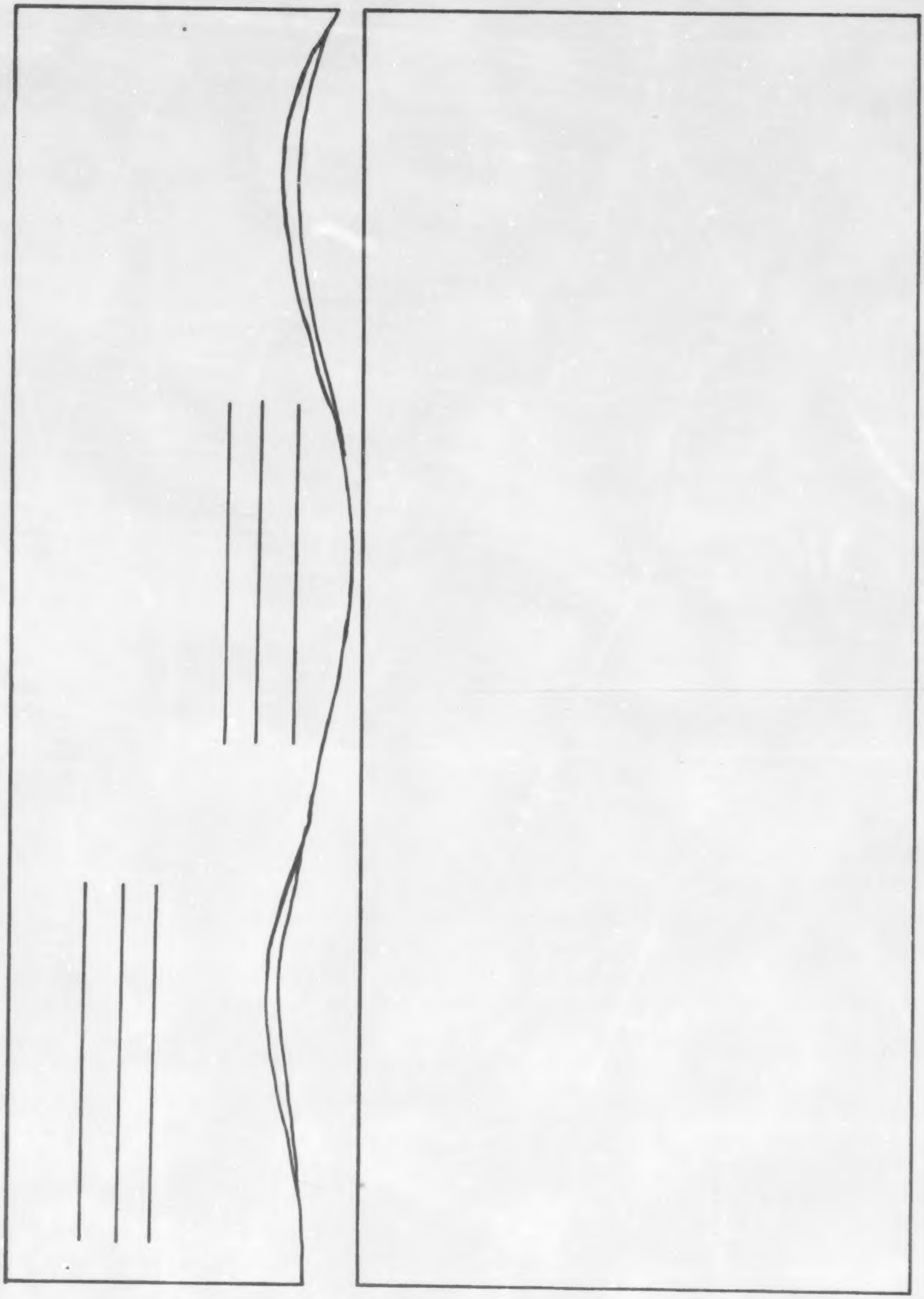
+++ 7. Now put the other blank envelope in the typewriter. Type the same thing. Try to not get too close to the edge of the envelope. When you are done, look at it. Doesn't it look nice?

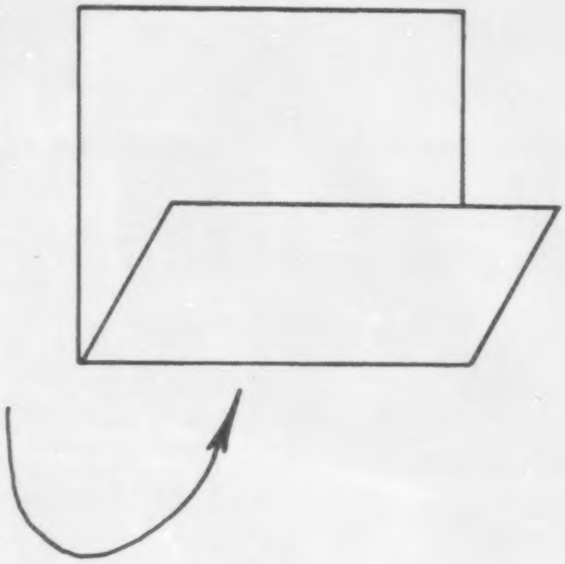
8. Now, you are ready to write a letter and ask for the job you want. You know how.

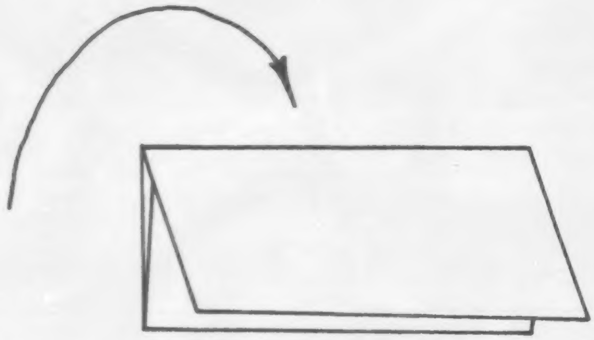
++++++

9. Your letter will be folded in two places to go in the large envelope. Look at the pictures on the next page and practice folding a sheet of paper. Then fold your letter.

+++ 10. Fold sheet upward, from the bottom, one-third of the length of the sheet. Then fold the top third of the sheet down on top of the first fold.







COLLECTING PERSONAL INFORMATION
UNIT II

CHECK-UP - W-4 TAX FORM AND YOUR JOB SHEET

1. On a W-4 tax form you give the number of your dependents. What number would you use today?

   ____

2. A job application will ask you questions that you have written on Your Job Sheet. Why should you carry this information with you?

   ____

3. What is the first thing you write about in your letter of application?

   ____

4. What address is typed on an envelope?

   ____

COLLECTING PERSONAL INFORMATION
UNIT II

ANSWERS TO CHECK-UP - W-4 TAX FORM AND YOUR JOB SHEET

1. If the student is single, 1. If married, 2.
2. So the student can copy the answers to the questions.
3. The kind of job the student is asking for.
4. The student's return address (upper left corner).

   Who the letter is to (same as on the letter).

PROGRESS SHEET

UNIT II

GOAL - A GRADE OF SATISFACTORY

Unit II	Date Completed	Incomplete	SATISFACTORY
Assignment Sheet #1 -- Apply and Obtain a Social Security Card			
Assignment Sheet #2 -- Obtain a Birth Certificate			
Assignment Sheet #3 -- Obtain a Driver's License			
Assignment Sheet #4 -- W-4 Form			
Assignment Sheet #5 - Your Job Sheet			
Assignment Sheet #6 - Letter of Application			
Assignment Sheet #7 - Type Envelope			

HUMAN RELATIONS
UNIT III

MAIN GOAL

LOOK GOOD - FEEL GOOD - BE PREPARED

SPECIAL GOALS

After doing this unit, you should be able to:

1. Eat a balanced diet.
2. Be clean and neat.
3. Get to school and work on time.
4. List good work habits.
5. Prepare for a job interview.
6. List some examples of a positive attitude.
7. List behavior that could be changed.
8. Write ideas on how to get a job.
9. Write ideas on how to keep the job.
10. Role play for a job interview.

HUMAN RELATIONS
UNIT III

SUGGESTED ACTIVITIES

I. Instructor:

   A. Talk about main goal and special goals.

   B. Read information sheet to the student.

   C. Make transparencies to emphasize instructional material.

   D. Give student assignment sheets as needed. Encourage working on plain paper to get information before copying it on the assignment sheets.

   E. Help student as needed.

   F. Evaluate with the words satisfactory and incomplete. If work is not satisfactory, have the student begin again, repeat same process until a satisfactory mark can be given.

II. Student:

   A. Read goals once.

   B. Listen to cassette tape and read goals again for directions.

   C. Study by reading the information sheet.

   D. Listen to cassette tape and read information sheet again for help in learning.

   E. Complete each assignment sheet. Listen to cassette tape for directions.

   F. When you do the work correctly, you will receive a satisfactory rating at the end of each assignment sheet.

   G. Keep the satisfactory sheets for further reference.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

   A. Goals

   B. Information Sheets

C. Transparency masters

(None)

D. Assignment sheets

1. Assignment Sheet #1 -- Balanced Diet
2. Assignment Sheet #2 -- Taking Care Of The Body
3. Assignment Sheet #3 -- Planning To Get To The Job On Time
4. Assignment Sheet #4 -- Planning To Get To The Job On Time
5. Assignment Sheet #5 -- Plan Ahead Of Time For The Job Interview
6. Assignment Sheet #6 -- Preparing For The Job Interview
7. Assignment Sheet #7 -- Positive Attitude
8. Assignment Sheet #8 -- Do No Argue
9. Assignment Sheet #9 -- How To Keep The Job
10. Assignment Sheet #10 -- Roll Play The Interview
11. Assignment Sheet #11 -- Roll Play The Interview

E. Progress Sheet

HUMAN RELATIONS
UNIT III

INFORMATION SHEET

1. Balanced diet -- Eat food from the basic food groups each day.
2. Lunch -- The light meal you eat at noon.
3. Supper -- The light meal you eat at evening.
4. Dinner -- The large meal you eat at the noon or evening meal.
5. Grooming -- Making yourself clean, neat, and attractive.
6. Deodorant -- A cream, roll-on, spray, or powder that destroys bad odors.
7. Alarm clock -- A clock that can be set to awaken you.
    a. Set your own alarm at night.
    b. If it is electric, also set a wind-up clock in case the electricity goes off during the night.
    c. Place the clock away from the bed.
        1) Get out of bed to turn the alarm off.
        2) Then, stay up.
8. Interview -- A meeting between an employer and an applicant for a job.
9. First impression -- How a person feels after meeting another person for the first time.
10. Overtime -- Working more hours than a standard work week. When you work late.
11. Recommendation -- A statement of one person's belief that another can do a job well.
12. Reference -- A person that an employer may ask about an applicant's character and abilities.
13. Apply -- To ask for a job.
14. Company -- A business that hires workers.
15. Employer -- A person or company that hires workers.

16. Experience -- What you have done on the job.

17. Respect -- To think well of someone.

18. Spouse -- A woman's husband. A man's wife.

19. Fringe benefits -- What you get from working besides pay, such as vacations.

20. Talents -- Special aptitudes that make some things easy to learn.

21. Interests -- Things a person likes to do.

22. Knowledge -- Knowing what to do.

23. Skill -- Being able to do it.

24. Personality -- How you feel and act.

25. Self-concept -- How you feel about yourself.

26. Self-respect -- Feeling good about yourself.

27. Self-worth -- Feeling good about what you can do.

28. Desire -- To want or hope for something.

29. Directions -- What to do and how to do it.

30. Pride -- A good feeling about yourself that you get from doing a very good job.

31. Tact -- Saying and doing things in a way that does not offend others.

32. Values -- Things in life most important to you.

33. Attitude -- How you feel about people and things.

34. Cooperation -- Working well with others and helping others.

35. Decision -- Making a choice.

36. Dependability -- Being able to be trusted to do the right thing.

37. Negative attitude -- Looking at the bad side of things.

38. Positive attitude -- Looking at the good side of things.

39. Criticism -- Someone finds fault with what you are doing and tells you so.

40. Behavior -- The way you behave. What you do.

41. Aggressive behavior -- When you say how you feel. Hurting others by what you say and do.

42. Assertive behavior -- When you state your feelings for your rights but do no harm to others in doing so.

43. Role play -- Pretend to be a person and act out that part.

HUMAN RELATIONS
UNIT III

ASSIGNMENT SHEET #1 - BALANCED DIET

TAKE YOUR TIME, FOLLOW DIRECTIONS

+++ Read below:

EAT A BALANCED DIET -- GET PLENTY OF SLEEP -- GET EXERCISE EVERY DAY

1. What is a balanced diet? This means eat three meals a day. Eat food from the basic five groups which are:

meat
vegetables
bread and cereals
milk products
fruit

+++ Fill in the blanks below:

1. This is what I had for breakfast:

_______________ _______________

_______________ _______________

2. This is what I had for lunch or dinner:

_______________ _______________

_______________ _______________

_______________ _______________

3. This is what I had for supper or dinner:

_______________ _______________

_______________ _______________

_______________ _______________

I need to eat a good breakfast before going to work or to school so I can do my work well.

+++ What did you eat for breakfast, lunch, and dinner? Check to see if you ate food from all five food groups?

Did you? _______________
yes or no

HUMAN RELATIONS
UNIT III

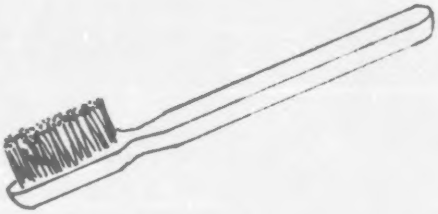
ASSIGNMENT SHEET #2 - TAKING CARE OF YOUR BODY

How much rest do you need? Answer: Eight hours or more every night.

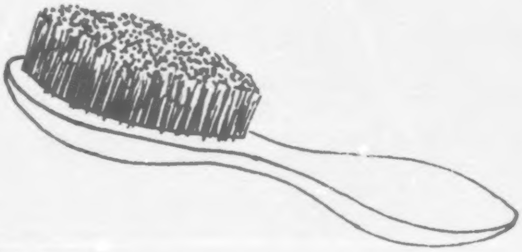
How much exercise is needed? Answer: At least 15 minutes every day should be spent in some kind of active exercise program. Walking is very good exercise.

Other important ways of taking care of the body:

1. Take a daily bath or shower. Use soap.
2. Use deodorant each day.
3. Brush teeth and use mouthwash.



4. Keep hair clean.
   Wash hair at least once a week.
5. Keep hair trimmed.
6. Use comb or brush.



7. Suitable clothes should be worn for the job.
   a. Keep clothes clean.
   b. Wear clothes that fit well.
8. Clothes will look nice and wear longer:
   a. Permanent press clothes can be washed in cold or warm water on a gentle spin cycle.
   b. Spin dry with warm water and hang immediately.

+++ Answer the following:

1. Do you take a bath or shower? ____________________
2. Do you use a comb or brush or both? ____________________
3. How often do you wash your hair? ____________________
4. What kind of deodorant do you use? ____________________
5. What kind of exercise do you get? ____________________
6. How many hours sleep do you get? ____________________
7. How many hours sleep would you like to get? ____________________
8. How many hours sleep do you need? ____________________

HUMAN RELATIONS
UNIT III

ASSIGNMENT SHEET #3 - PLANNING TO GET TO THE JOB ON TIME

At night, pick out the clothes you will wear the next morning and put them in one place.

Set your alarm clock. You can be responsible to get yourself up, get ready for school and for work.

Every day we have certain jobs to do at home, such as:

Turn off the alarm clock.
Make the bed.
Straighten the room.
Eat a good breakfast.
Dress for work.
Brush teeth.
Shave.
Take a bath or shower to be clean, relaxed, and awake.
Brush or comb hair.
Put on make-up.

Did you ever think how much time it takes to get ready?

When you get a job and go to work every day, it is important to always be at work on time.

Will you drive a car, ride a bus, ride a motorcycle or bicycle, or walk to work? Allow time for travel to work.

Example: I wonder how long it actually takes to get ready to go to work?

+++ Read below:

Bathing	10 minutes
Getting dressed	15 minutes
Breakfast	15 minutes
Getting materials	5 minutes
Travel time	20 minutes
TOTAL TIME	65 minutes

There are 60 minutes in one hour. So getting ready and traveling to work is 1 hour and 5 minutes for those people who go by the time above.

You could add 15 minutes for a flat tire or for time needed to drive around an accident.

HUMAN RELATIONS
UNIT III

ASSIGNMENT SHEET #4 - PLANNING TO GET TO THE JOB ON TIME

+++ List below how long it takes you to get ready to go to school or work:

What I Do	How Long It Takes
______________________________	____________________
______________________________	____________________
______________________________	____________________
______________________________	____________________
______________________________	____________________
______________________________	____________________
TOTAL TIME	____________________

+++ It takes ____________ minutes for me to do all these things.

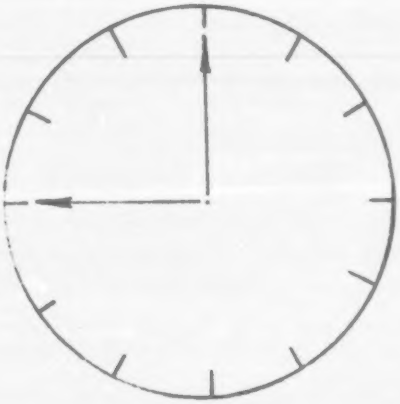
If you have a job interview at 9:00 a.m., plan what time you will leave your house to be there on time. Be there 10 minutes early.

How long will it take you to travel? ____________________

+++ Take your total time up above and add travel time.

How much time is that? ______________________________

+++ Draw the hands on the clock that show what time you will get up.



Interview Starts

Time To Get Up

HUMAN RELATIONS
UNIT III

ASSIGNMENT SHEET #5 - PLAN AHEAD OF TIME FOR THE JOB INTERVIEW

Plan ahead of time for the job interview.

1. Go by yourself.
2. Take these papers with you in a folder. Hand them to the interviewer.
    - a. Personal work sheet
    - b. Social security card
    - c. Names and addresses of three people (not relatives) to use as references
    - d. pen
3. Arrive 10 minutes early.
4. Be friendly.
5. Use good manners.
6. Shake hands firmly.
7. Sit up straight.
8. If asked how you are, say: "Fine, thank you."
9. Ask questions about the job.
10. Stand until the interviewer asks you to sit.
11. Look the interviewer in the eye and be relaxed.
12. Hold a folder to refer to with the same papers in it that you gave to the interviewer. You will make a good impression by being organized.

HUMAN RELATIONS
UNIT III

ASSIGNMENT SHEET #6 - PREPARING FOR THE JOB INTERVIEW

The employer will want to know:

1. How you get along with people and work.
2. About your education and work experience.

When the employer first sees you, he will decide if he likes your appearance or not.

Arrive 10 minutes early.

Questions often asked by the employer at the interview:
1. Why would you like to work for this company?
2. Are you looking for permanent or temporary work?
3. What job do you want to do?
4. What work experience do you have for this job?
5. What classes in school did you like best?
6. Do you like to work alone or with others?
7. What are your hobbies?
8. What can you do best?
9. Why did you leave your last job?
10. Do you have a serious illness?
11. Will you work overtime if needed?
12. Did you attend school regularly?
13. How did you hear about this job?
14. Can you travel?
15. Who can we ask if you are dependable?
16. When can you start to work?
17. What phone number shall we call for you to come to work?

Questions you can ask:
1. What are the duties on this job?
2. What hours will I work?
3. Would I be working with someone else?
4. Who can I ask for help if I need it?
5. What is the pay?
6. When will I be called if I get the job?

When you leave, say: "Thank you."
1. Send a note thanking the interviewer for taking the time to interview you.

Wait a week -- then call and say: "I am still interested in the job."

HUMAN RELATIONS
UNIT III

ASSIGNMENT SHEET #7 - POSITIVE ATTITUDE

Have you ever thought about what kind of a person you are?

A person with a positive attitude tries to find good things instead of looking at the bad side of things.

Some examples are:

POSITIVE	NEGATIVE
You are kind.	You are mean.
You are neat and clean.	You are dirty.
You are always on time.	You are always late.
You are happy.	You are sad.
You are friendly.	You are unfriendly.

Using a positive attitude at work means:

- Be friendly; work with others.
- Be honest.
- Be truthful.
- Be awake.
- When doing a job, do it well.
- If you cannot do a job or do not understand the job, ask for someone to help you.
- Be careful on the job. Obey safety rules.

+++ I would like to be a more positive person. Below, I will list some changes I would like to make.

____

____

____

____

To have a friend, you must first be one!!

A stranger is a friend you have not met.

HUMAN RELATIONS
UNIT III

ASSIGNMENT SHEET #8 - DO NOT ARGUE

Have you noticed that other people have different ideas than you do?

Learning to think is important.

You can learn much from listening to other people. You can listen, you can read, you can listen to the radio, and you can watch TV.

Then, you can think and figure out what you really believe.

Do you feel that you have to win an argument every time you talk to someone? They have a right to speak out and give an opinion.

You have a right to speak out and give an opinion.

Do not feel that you have to win and that you have to get mad and argue!! Learn to talk and give your opinion without getting mad.

HUMAN RELATIONS
UNIT III

ASSIGNMENT SHEET #9 - HOW TO KEEP THE JOB

You may work hard to get a job.

You will need to work hard to keep your job. How?

By learning to get along with other people.

1. Feel that the job you are doing is important.
2. You must realize other people have different ideas sometimes.
3. You must express your feelings in a nice way.
4. You may ask for the things that you need and are entitled to.
5. You may tell people your ideas for doing a better job.
6. You must learn to like the job you are doing if you are going to keep it.

Other ideas of how to keep that job:

1. Develop and keep a good attitude.
2. Dress suitably.
3. Watch your grooming.
4. Keep alert.
5. Always do a good job.
6. Be sincere and loyal.
7. Be dependable.
8. Always be on time.
9. Remember names.

IF YOU CAN LAUGH WHEN THE JOKE IS ON YOU, YOU HAVE A GOOD SENSE OF HUMOR.

HUMAN RELATIONS
UNIT III

ASSIGNMENT SHEET #10 - ROLE PLAY THE INTERVIEW

Prepare answers in advance before having an interview.

+++ Answer the questions below:

1. Are you still going to school?____________________
2. What hours can you work? ____________________
3. Why do you want to work here?____________________
4. Can you give me the name, address, and telephone number of three people that I can ask about you? (references)

   List the names, addresses, and phone numbers:

   ____

   ____

   ____

5. What jobs have you had?____________________

   ____

   ____

6. Do you have a telephone? ____________________
7. If you do not have a phone, where can we call you?

   ____

8. Now, do you have any questions about the job?
   1. ______________________________
   2. ______________________________
   3. ______________________________

The rate of pay was not mentioned, so did you ask this as one of your questions? ____________

Did you ask what hours you would work? ________________

You are now ready to role play. This means to act out an interview.

HUMAN RELATIONS
UNIT III

ASSIGNMENT SHEET #11 - ROLE PLAY AN INTERVIEW

+++ Get someone to work with you and have an interview.

The interviewer is sitting at a desk. You enter the room and remain standing until asked to sit down by the interviewer.

Remember to state your name and the job you are interested in.

The interviewer will ask you questions. Then he will give you a chance to talk. He may say: "Tell me about yourself." So be ready to tell him the things that will help you get the job. Tell what you can do well, classes you have taken in school that will help you get the job, and the kind of work you have done.

He will either tell you that you have the job or he will let you know in a few days. He will tell you if you need to go to a doctor for a physical exam and what doctor to go to.

+++ Have a different person be the interviewer and practice again. This will help you to know how different people ask different questions.

+++ Now, you be the interviewer and have someone else come into the room wanting a job.

Now, you are ready to apply for a job. You know what to expect.

HUMAN RELATIONS
UNIT III

CHECK-UP - HOW TO GET THE JOB AND HOW TO KEEP THE JOB

+++ 1. List three important things you do to get a job.

1)____

2)____

3)____

+++ 2. List three important things you do to keep the job.

1)____

2)____

3)____

HUMAN RELATIONS
UNIT III

ANSWERS TO CHECK-UP - HOW TO GET THE JOB AND HOW TO KEEP THE JOB

1. To Get The Job:
    1) Look clean, neat, and attractive.
    2) Be on time for the interview.
    3) Plan ahead so you can answer questions.
2. To Keep The Job:
    1) Learn to get along with other people.
    2) Always be on time.
    3) Always do a good job.

Many other answers could be used also.

PROGRESS SHEET

UNIT III

GOAL - A GRADE OF SATISFACTORY

Unit III	Date Completed	Incomplete	SATISFACTORY
Assignment Sheet #1 -- Balanced Diet			
Assignment Sheet #2 -- Taking Care of The Body			
Assignment Sheet #3 -- Planning To Get To The Job On Time			
Assignment Sheet #4 -- Planning To Get To The Job On Time			
Assignment Sheet #5 -- Plan Ahead of Time For The Job Interview			
Assignment Sheet #6 -- Preparing For The Job Interview			
Assignment Sheet #7 -- Positive Attitude			
Assignment Sheet #8 -- Do Not Argue			
Assignment Sheet #9 -- How To Keep The Job			
Assignment Sheet #10 -- Role Play The Interview			
Assignment Sheet #11 -- Role Play The Interview			

GETTING READY FOR PAYDAY
UNIT IV

MAIN GOAL

USING MONEY

SPECIAL GOALS

After finishing this unit, you will be able to:

1. List deductions held from paychecks.
2. Figure the amount of wages you earn.
3. Use multiplication table.
4. Fill out a signature card.
5. Endorse checks.
6. Fill out deposit slips.
7. Write checks and record in check register.
8. Add and subtract dollars and cents.
9. Spell numbers for dollar amounts.
10. Spell the months of the year.
11. Spell the abbreviations for the months of the year.
12. Write the number of the months of the year.

GETTING READY FOR PAYDAY
UNIT IV

SUGGESTED ACTIVITIES

I. Instructor:

  A. Talk about main goal and special goals.

  B. Read information sheet to the student.

  C. Make transparencies to emphasize instructional material.

  D. Give student assignment sheets as needed. Encourage working on plain paper to get information before copying it on the assignment sheets.

  E. Help student as needed.

  F. Evaluate with the words satisfactory and incomplete. If work is not satisfactory, have the student begin again, repeat same process until a satisfactory mark can be given.

II. Student:

  A. Read goals once.

  B. Listen to cassette tape and read goals again for directions.

  C. Study by reading the information sheet.

  D. Listen to cassette tape and read information sheet again for help in learning.

  E. Complete each assignment sheet. Listen to cassette tape for directions.

  F. When you do the work correctly, you will receive a satisfactory rating at the end of each assignment sheet.

  G. Keep the satisfactory sheets for further reference.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

  A. Goals

  B. Information Sheets

C. Transparency Masters

TM 1 - Multiplication Table

D. Assignment Sheets

1. Assignment Sheet #1 -- Deductions
2. Assignment Sheet #2 -- Figure Hourly Wages
3. Assignment Sheet #3 -- Figure Hourly Wages
4. Assignment Sheet #4 -- Signature Card
5. Assignment Sheet #5 -- Add and Subtract Dollars and Cents
6. Assignment Sheet #6 -- Deposit Slips
7. Assignment Sheet #7 -- Writing Checks
8. Assignment Sheet #8 -- Writing Checks
9. Assignment Sheet #9 -- Check Register
10. Assignment Sheet #10 -- Numbers
11. Assignment Sheet #11 -- Months of the Year
12. Assignment Sheet #12 -- Short Form of Months
13. Assignment Sheet #13 -- Months as Numbers

E. Answers to Assignment Sheets

F. Progress Sheet

GETTING READY FOR PAYDAY
UNIT IV

INFORMATION SHEET

1. Wages -- Money paid for work or services.
2. Gross pay -- Total amount of money you earn. The amount of money you earn before anything is taken out.
3. Deductions -- Money subtracted from your earnings such as: federal income tax, state tax, city tax, F.I.C.A. (social security tax), health and hospital insurance, life insurance, union dues and credit union payments.
4. Dependents -- The number of people you support plus yourself with the money you earn. Deductions are figured by the number of dependents you claim.
5. Take-home pay -- The amount that shows on your paycheck. (net pay)
    a. The record of earnings and deductions should be kept in a safe place for a period of time to use later if needed.
    b. If you do not understand your deductions, contact the personnel office where you work.
6. Time card -- A record of the time you begin and end work.
    a. The time card may be punched with a time clock.
    b. You may write in the time yourself.
7. Regular hours -- The time you are scheduled to work.
8. Hourly pay -- The money you earn per hour.
9. Monthly pay -- The money you earn each month.
10. Overtime -- The time over 40 hours per week or over eight hours each day for which you should be paid 1½ times your hourly wage.
11. Union dues -- As a member of the union, you will pay monthly dues and this can be deducted from your paycheck.
12. Federal income tax -- This amount is subtracted from your check and is used to support the federal government.
13. State income tax -- Most states have a state income tax. This amount is subtracted from your paycheck and is used to support your state government.

14. Social security tax (F.I.C.A.) -- This amount is deducted from your paycheck. When you reach retirement age or become disabled, you can receive social security monthly payments. When you retire, you will receive a social security check every month.

15. Net wages -- The amount of money you take home after all deductions have been subtracted from your wages.

GETTING READY FOR PAYDAY
UNIT IV

ASSIGNMENT SHEET #1 - DEDUCTIONS

TAKE YOUR TIME, FOLLOW DIRECTIONS

Your paycheck will have deductions subtracted from the money you earned.

How much would your gross wages be if you earned $2.90 per hour and worked 40 hours?

$2.90 hourly wage
X 40 hours worked
$116.00 gross wages

+++ Look at the check stub below:

Gross Wages	Federal Income Tax	State Income Tax	F.I.C.A.	Net Wages
$116.00	$11.70	$1.60	$7.11	________

+++ 1. Add the deductions together:

Federal income tax ________________

State income tax ________________

F.I.C.A. ________________

TOTAL DEDUCTIONS ________________

+++ 2. Subtract the deductions from the gross wages:

Gross wages ________________

Less deductions - ________________

Net wages or take home pay $ ________________

+++ 3. Put the amount of net wages on the check stub in the blank above.

Keep pay-check stubs in a safe place together to use if needed.

GETTING READY FOR PAYDAY
UNIT IV

OVERTIME

Working for more than eight hours a day is called working overtime.

Being paid time-and-a-half means you earn the regular wage plus half the amount of the regular wage.

There are 4 steps to figure time-and-a-half:

1. Know the regular hourly wage.
2. Divide to get half of the hourly wage.
3. Add the two amounts together.

4. Get the total which is paid overtime per hour.

Example:
① $2.90 regular hourly wage
③ +1.45 half of hourly wage
④ $4.35 time-and-a-half wage per hour

②
$$\begin{array}{r} 1.45 \\ 2\,\big|\overline{\$2.90} \\ \underline{2} \\ 9 \\ \underline{8} \\ 10 \\ \underline{10} \end{array}$$
1.45 - half of hourly wage

If you work for 10 hours, the first eight hours you earn regular hourly wage and the last two hours you earn time-and-a-half.

Here is how you figure how much you earn for the day:

$2.90 hourly wage
X 8 regular hours worked
$23.20 regular wages for 8 hours

$4.35 time-and-a-half wage
X 2 overtime hours worked
$8.70 time-and-a-half wages earned for 2 hours overtime

$23.20 regular wages
+8.70 time-and-a-half wages
$31.90 total wages for 10 hours

Multiplication Table

Use this multiplication table to help you find the answers to multiplication problems.

×	1	2	3	4	5	6	7	8	9	10	11	12
1	1	2	3	4	5	6	7	8	9	10	11	12
2	2	4	6	8	10	12	14	16	18	20	22	24
3	3	6	9	12	15	18	21	24	27	30	33	36
4	4	8	12	16	20	24	28	32	36	40	44	48
5	5	10	15	20	25	30	35	40	45	50	55	60
6	6	12	18	24	30	36	42	48	54	60	66	72
7	7	14	21	28	35	42	49	56	63	70	77	84
8	8	16	24	32	40	48	56	64	72	80	88	96
9	9	18	27	36	45	54	63	72	81	90	99	108
10	10	20	30	40	50	60	70	80	90	100	110	120
11	11	22	33	44	55	66	77	88	99	110	121	132
12	12	24	36	48	60	72	84	96	108	120	132	144

GETTING READY FOR PAYDAY
UNIT IV

ASSIGNMENT SHEET #2 - FIGURE HOURLY WAGES

Example:	$1.50	Amount you were paid an hour
	X 18	Number of hours you worked in a week
	1200	
	150	
	$27.00	Amount of money you earned in a week

Example:	$1.50	(2 decimal places in the problem)
	X 18	
	1200	
	150	
	$27.00	(2 decimal places in the answer)

+++ Figure the amounts below. Put the decimal in the correct place.

1. $2.10 X 20
2. $1.85 X 15
3. $2.65 X 37
4. $1.50 X 22
5. $2.30 X 26
6. $2.90 X 10
7. $3.10 X 15
8. $2.90 X 15
9. $2.90 X 10

You may work at jobs that pay different amounts of money per hour. Figure your pay and put the decimal in the correct place. 114

10. $2.95
X 34

11. $2.90
X 30

12. $1.85
X 12

13. $0.75
X 5

14. $1.25
X 28

15. $3.45
X 37

16. $2.65
X 26

17. $2.30
X 40

18. $3.75
X 21

19. $1.50
X 28

20. $2.90
X 23

21. $2.20
X 34

22. $1.00
X 9

23. $2.35
X 15

24. $3.35
X 8

GETTING READY FOR PAYDAY
UNIT IV

ASSIGNMENT SHEET #3 - FIGURE HOURLY WAGES

Figure your gross pay (how much you earn) for one week.

You work Monday through Friday @ $2.90 per hour:

Day	Time	Hours
Monday	4:00 p.m. - 6:00 p.m.	________
Tuesday	4:00 p.m. - 6:00 p.m.	________
Wednesday	4:00 p.m. - 6:00 p.m.	________
Thursday	4:00 p.m. - 6:00 p.m.	________
Friday	4:00 p.m. - 6:00 p.m.	________
Saturday	8:00 a.m. - 12:00 p.m.	________
	(1 hour for lunch)	
	1:00 p.m. - 5:00 p.m.	________
	TOTAL HOURS	________

How much money will you earn the first week?

+++ Work the problem below.

Total hours ____________

Rate per hour X____________

TOTAL $____________ = money earned

GETTING READY FOR PAYDAY
UNIT IV

CHECKING ACCOUNT

You are now earning money for your needs which are food and clothing and shelter.

You will want to get a receipt when you pay cash for something. If you pay by check, you will always have a canceled check for your records if you save them.

To open a checking account, go to the bank, deposit money, and sign a signature card. Then, you will be given a supply of checks with a check register to record information every time a check is written.

To open a checking account, go to a bank and say, "I want to open a checking account."

GETTING READY FOR PAYDAY
UNIT IV

INFORMATION SHEET

1. Deposit -- Putting your money in the bank in a checking account or a savings account.
2. Signature card -- A card that you sign for the bank to keep. You sign your name the way you will sign all of your checks.
3. Service charge -- The bank charges an amount each month for their checking services. Subtract this amount from your checkbook balance.
4. Payroll check -- A check written by a company for your wages.
5. Payee -- The person that you make the check out to. The only person who can cash the check.
6. Personal check -- A check written by you from your checking account.
7. Balance -- Money that you have in the bank.
8. Canceled check -- A check that cannot be used again. At the end of the month, the bank sends you all of your canceled checks. You keep them for your written records.
9. Bank statement -- A list that is mailed to you once a month along with your canceled checks. This tells you how much money you have in the bank according to the date on the statement.
10. Overdrawn -- You wrote more checks than you have money for in the bank.
11. Void -- You stopped payment on a check.
12. Check register -- A record you keep each time you write a check so you will know how much money you have in the bank.
13. Signature -- Your written name.
14. Endorse -- You write your signature on the back of a check payable to you so the check can be cashed.
    a. Write your name.
    b. Write your name the way it is written on the front of the check.
15. Deposit slip -- A form used by the bank when you deposit a check or cash into your checking account.

16. Cash -- You can endorse your paycheck and receive cash.

17. Currency -- Paper money.

18. Coins -- Money in change.

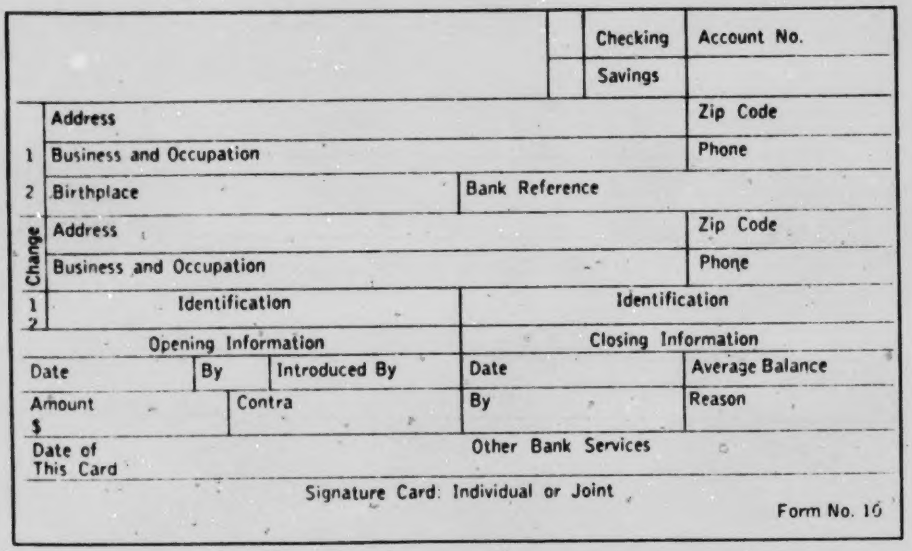
19. Check -- A written order for the bank to pay money.

GETTING READY FOR PAYDAY
UNIT IV

ASSIGNMENT SHEET #4 - SIGNATURE CARD

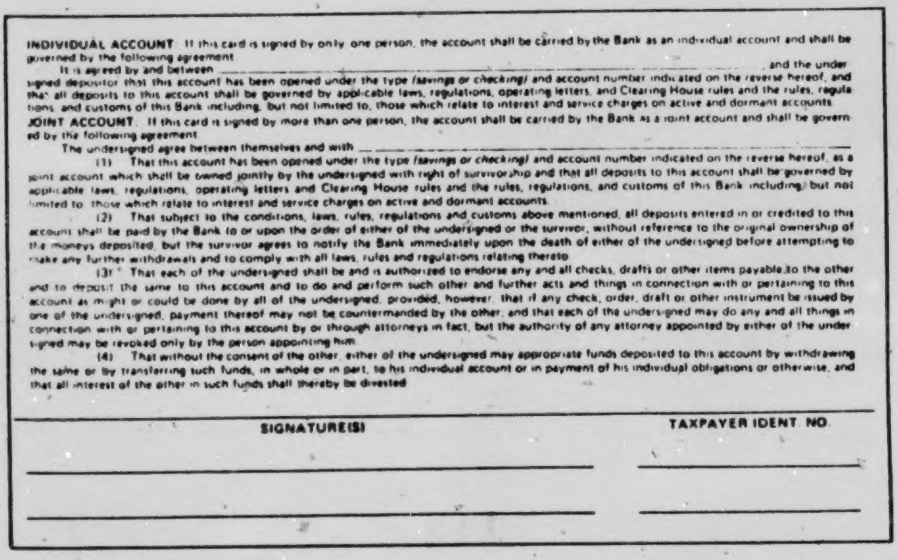
+++ Fill in the signature card below. Sign your name the same way that you will sign your checks.

FRONT OF SIGNATURE CARD



			☐	Checking	Account No.
			☐	Savings	
	Address				Zip Code
1	Business and Occupation				Phone
2	Birthplace			Bank Reference	
Change	Address				Zip Code
	Business and Occupation				Phone
1 2	Identification			Identification	
	Opening Information			Closing Information	
	Date	By	Introduced By	Date	Average Balance
	Amount $	Contra		By	Reason
	Date of This Card			Other Bank Services	
	Signature Card: Individual or Joint				Form No. 16

BACK OF SIGNATURE CARD



INDIVIDUAL ACCOUNT If this card is signed by only one person, the account shall be carried by the Bank as an individual account and shall be governed by the following agreement

It is agreed by and between ________________________________, and the undersigned depositor that this account has been opened under the type *(savings or checking)* and account number indicated on the reverse hereof, and that all deposits to this account shall be governed by applicable laws, regulations, operating letters, and Clearing House rules and the rules, regulations and customs of this Bank including, but not limited to, those which relate to interest and service charges on active and dormant accounts

JOINT ACCOUNT If this card is signed by more than one person, the account shall be carried by the Bank as a joint account and shall be governed by the following agreement

The undersigned agree between themselves and with ________________________________

(1) That this account has been opened under the type *(savings or checking)* and account number indicated on the reverse hereof, as a joint account which shall be owned jointly by the undersigned with right of survivorship and that all deposits to this account shall be governed by applicable laws, regulations, operating letters and Clearing House rules and the rules, regulations, and customs of this Bank including but not limited to those which relate to interest and service charges on active and dormant accounts

(2) That subject to the conditions, laws, rules, regulations and customs above mentioned, all deposits entered in or credited to this account shall be paid by the Bank to or upon the order of either of the undersigned or the survivor, without reference to the original ownership of the moneys deposited, but the survivor agrees to notify the Bank immediately upon the death of either of the undersigned before attempting to make any further withdrawals and to comply with all laws, rules and regulations relating thereto

(3) That each of the undersigned shall be and is authorized to endorse any and all checks, drafts or other items payable to the other and to deposit the same to this account and to do and perform such other and further acts and things in connection with or pertaining to this account as might or could be done by all of the undersigned, provided, however, that if any check, order, draft or other instrument be issued by one of the undersigned, payment thereof may not be countermanded by the other, and that each of the undersigned may do any and all things in connection with or pertaining to this account by or through attorneys in fact, but the authority of any attorney appointed by either of the undersigned may be revoked only by the person appointing him

(4) That without the consent of the other, either of the undersigned may appropriate funds deposited to this account by withdrawing the same or by transferring such funds, in whole or in part, to his individual account or in payment of his individual obligations or otherwise, and that all interest of the other in such funds shall thereby be divested

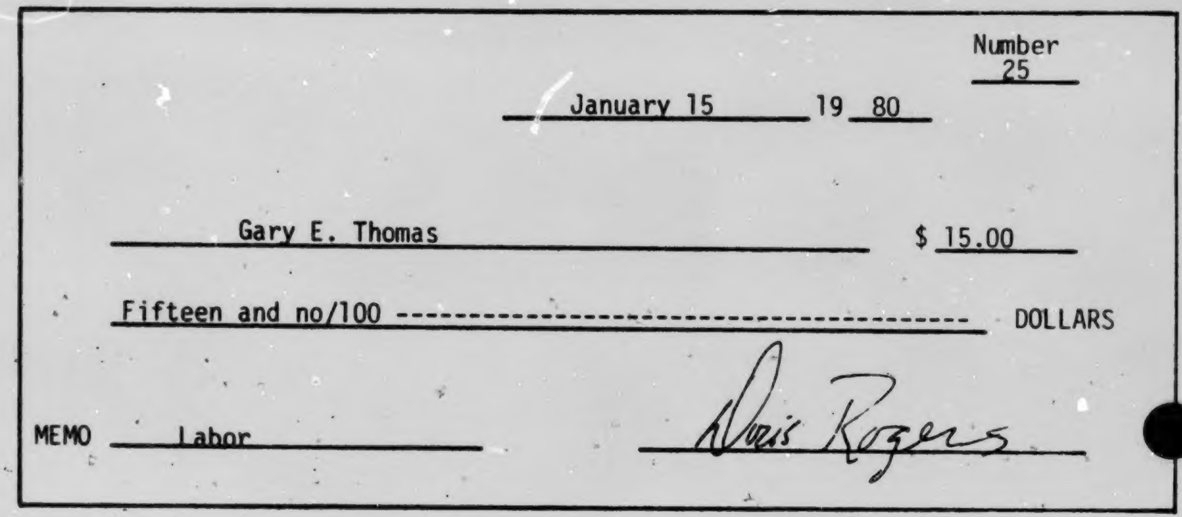
SIGNATURE(S)	TAXPAYER IDENT. NO.
____________________________	______________
____________________________	______________

ENDORSING A CHECK

To deposit your paycheck, you will first need to place your signature on the back. You will endorse the check. You must sign your name exactly as it is printed on the front of the check.

If you want to receive cash for your paycheck, you will sign your name on the back.

Here is a check written to Gary E. Thomas.



Number 25

January 15 19 80

Gary E. Thomas $ 15.00

Fifteen and no/100 -- DOLLARS

MEMO Labor

Doris Rogers

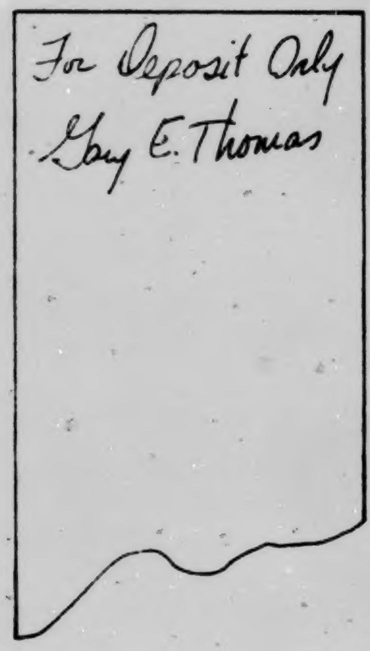
This is the way he will endorse the check:

Gary E. Thomas

ENDORSING A CHECK

1. You must write your name on the back of a check in order to cash it.
2. You should always write, never print your name when you endorse a check.
3. You should not endorse a check until just before you cash it.
4. Sign your name in ink.
5. If a check is deposited in a night depository or by mail, always write:

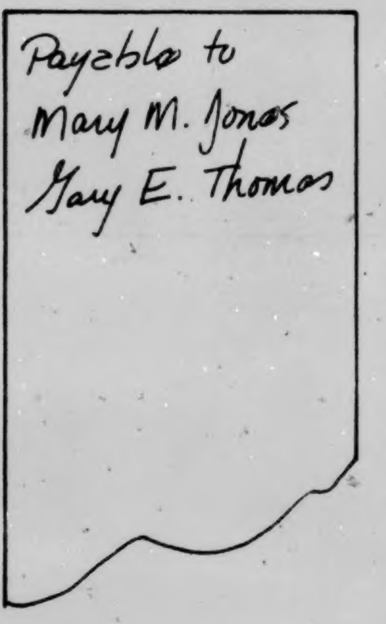
For deposit only
Your name



For Deposit Only
Gary E. Thomas

Deposit in bank.

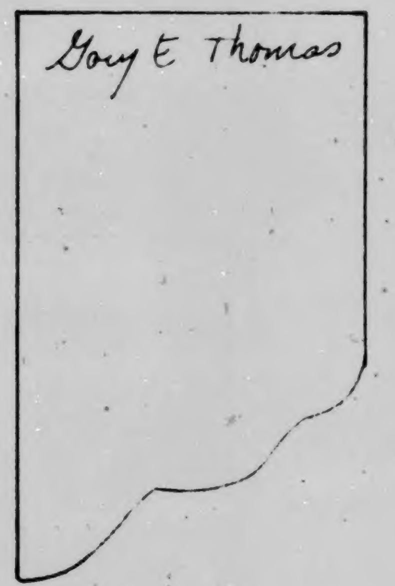
Write "for deposit only" in case check is lost or stolen.



Payable to
Mary M. Jones
Gary E. Thomas

Paid money to Mary M. Jones by giving her the check.

Above is a two-party check.



Gary E Thomas

Sign at the time that you cash the check.

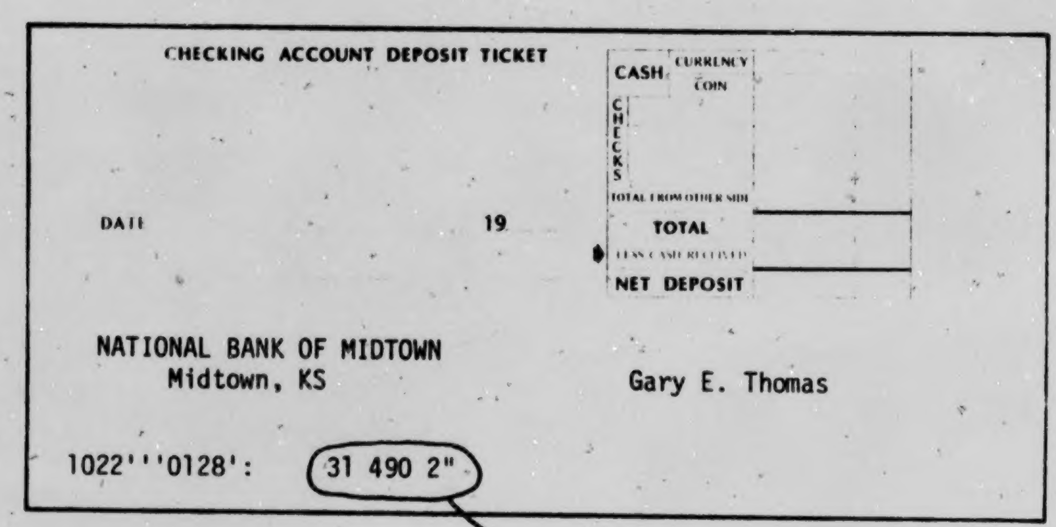
DEPOSIT SLIPS

1. Now that you have filled out a signature card (usually someone at the bank will help you with this) it is time to fill out a deposit slip.

2. If your name is not printed on the deposit slip, then be sure that the name and address are the same as on your signature card.

3. If you sign your account as Gary E. Thomas and you make the deposit to the account of G. E. Thomas, the money may go into someone else's account.

4. The bank uses a computer. You have a number that is used on the computer. Be sure you use this number every time on the deposit slip.



CHECKING ACCOUNT DEPOSIT TICKET

DATE 19

CASH CURRENCY
COIN
CHECKS
TOTAL FROM OTHER SIDE
TOTAL
LESS CASH RECEIVED
NET DEPOSIT

NATIONAL BANK OF MIDTOWN
Midtown, KS

Gary E. Thomas

1022'''0128': 31 490 2"

account number

5. BE SURE EACH CHECK IS ENDORSED.

DEPOSIT SLIP

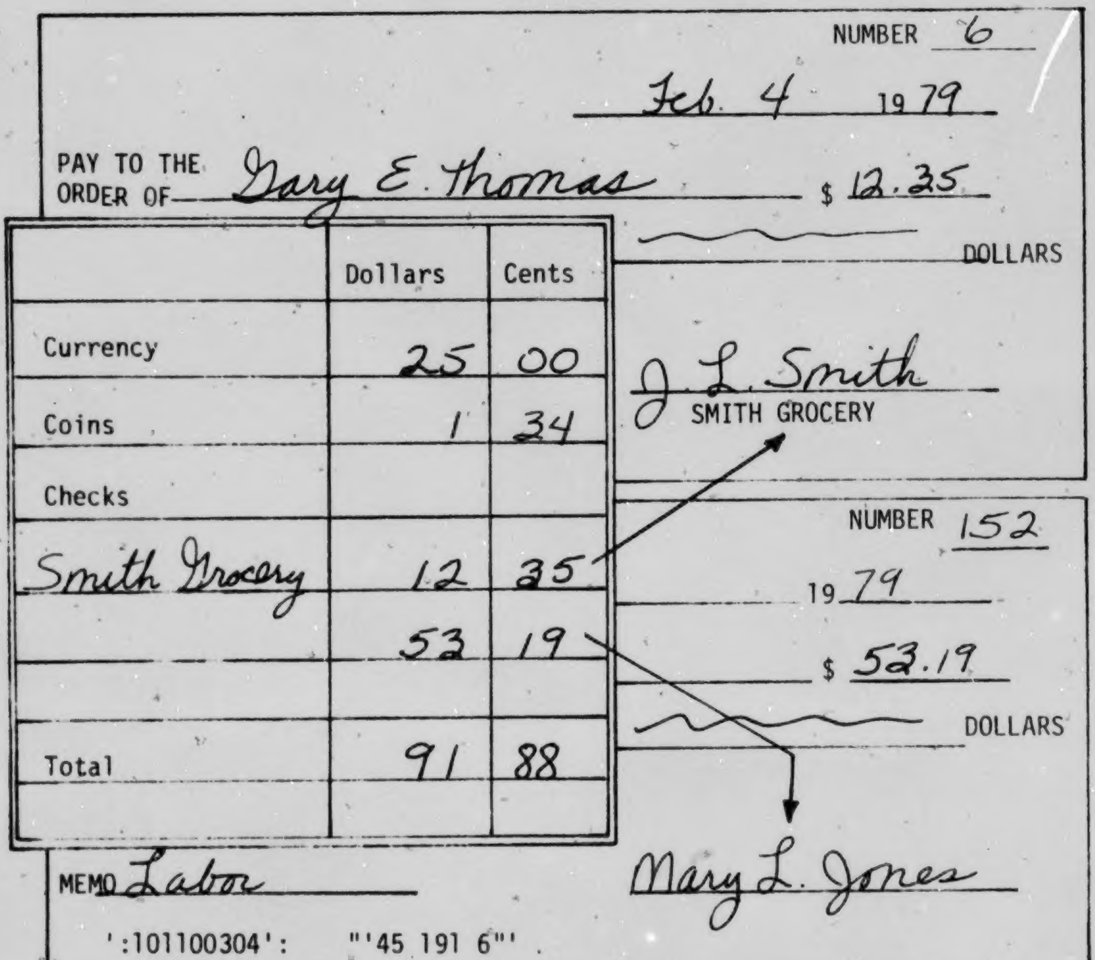
YOU MUST FILL OUT A DEPOSIT SLIP BEFORE YOU PUT MONEY IN YOUR CHECKING ACCOUNT.

1. Paper bills (currency) can be deposited in a checking account.
2. Coins can be deposited in a checking account.
3. Endorsed checks can be deposited in a checking account.

To deposit checks:

1. Write the name of the company who wrote the check and the amount.
2. Write the name of a person who wrote the check and the amount.

+++ Look at the example below. The deposit is made up of $25 in bills or currency, $1.34 in coins and the two checks -- $12.35 from Smith Grocery and $53.19 from Mary L. Jones. The total deposit is $91.88.



NUMBER 6

Feb. 4 1979

PAY TO THE ORDER OF Gary E. Thomas $ 12.35

DOLLARS

J. L. Smith

SMITH GROCERY

	Dollars	Cents
Currency	25	00
Coins	1	34
Checks		
Smith Grocery	12	35
	53	19
Total	91	88

NUMBER 152

1979

$ 53.19

DOLLARS

MEMO Labor

Mary L. Jones

':101100304': "'45 191 6"'

GETTING READY FOR PAYDAY
UNIT IV

ASSIGNMENT SHEET #5 - ADD AND SUBTRACT DOLLARS AND CENTS

When adding or subtracting dollars and cents, the decimal points must be lined up in a row directly under each other.

Example: Add $4.92, $1.30, $.50, $.02 →

$4.92
1.30
.50
.02
$6.74

Example: Subtract $11.08 from $77.14

→ $77.14
-11.08
$66.06

+++ Add the following numbers. Line up the decimal points.

1. Add $.42, $13.90, $14.00 $12.19.

2. Add $110.90, $.16, $11.49, $50.00.

3. Subtract $0.02 from $9.99.

4. Subtract $40.72 from $117.86.

5. You deposit $25 in bills, $12.82 in coins, and one check for $5.62.

6. You deposit four $5 bills, four quarters, one nickel, and one check for $24.

DEPOSIT SLIPS

ASSIGNMENT SHEET # 6

+++ You deposit the following:

1. A $17 check from Bill Smith, four $1 bills, and 50¢ in coins.

   The total deposit is ____________.

NATIONAL BANK OF MIDTOWN
Deposit Slip

NAME ____________________

ACCOUNT NUMBER ____________________

	DOLLARS	CENTS
CURRENCY		
COINS		
CHECKS		
TOTAL DEPOSIT		

2. One $18 check, fifteen $1 bills and 50¢ in coins in the bank. The check was from U. S. Pipe Company.

   The total deposit is ____________.

NATIONAL BANK OF MIDTOWN
Deposit Slip

NAME ____________________

ACCOUNT NUMBER ____________________

	DOLLARS	CENTS
CURRENCY		
COINS		
CHECKS		
TOTAL DEPOSIT		

3. One $10.50 check, three $1 bills, one 50¢ piece, two dimes and three cents. The check is from the Main Grocery.

   The total deposit is ____________.

NATIONAL BANK OF MIDTOWN
Deposit Slip

NAME ____________________

ACCOUNT NUMBER ____________________

	DOLLARS	CENTS
CURRENCY		
COINS		
CHECKS		
TOTAL DEPOSIT		

DEPOSIT RECEIPTS

When you make a deposit, the bank will give you a receipt. Keep the receipt. When you receive your bank statement, you can check to see if the bank made the correct deposit.

Your deposit receipt is the only proof you have that shows when and how much you have deposited.

YOU MAY MAKE A DEPOSIT BY MAIL. If you do, a deposit receipt will be mailed to you.

NATIONAL BANK OF MIDTOWN

Midtown, KS

THIS IS A RECEIPT FOR YOUR DEPOSIT

Always Obtain An Official Receipt When Making A Deposit

BANK SYMBOL, TRANSACTION NUMBER, DATE AND AMOUNT OF DEPOSIT ARE SHOWN BELOW

80 JAN D23
NBM 1 4 4 5 49.00

NBM - The bank name, National Bank of Midtown

80 - The year, 1980

144 - The bank transaction number

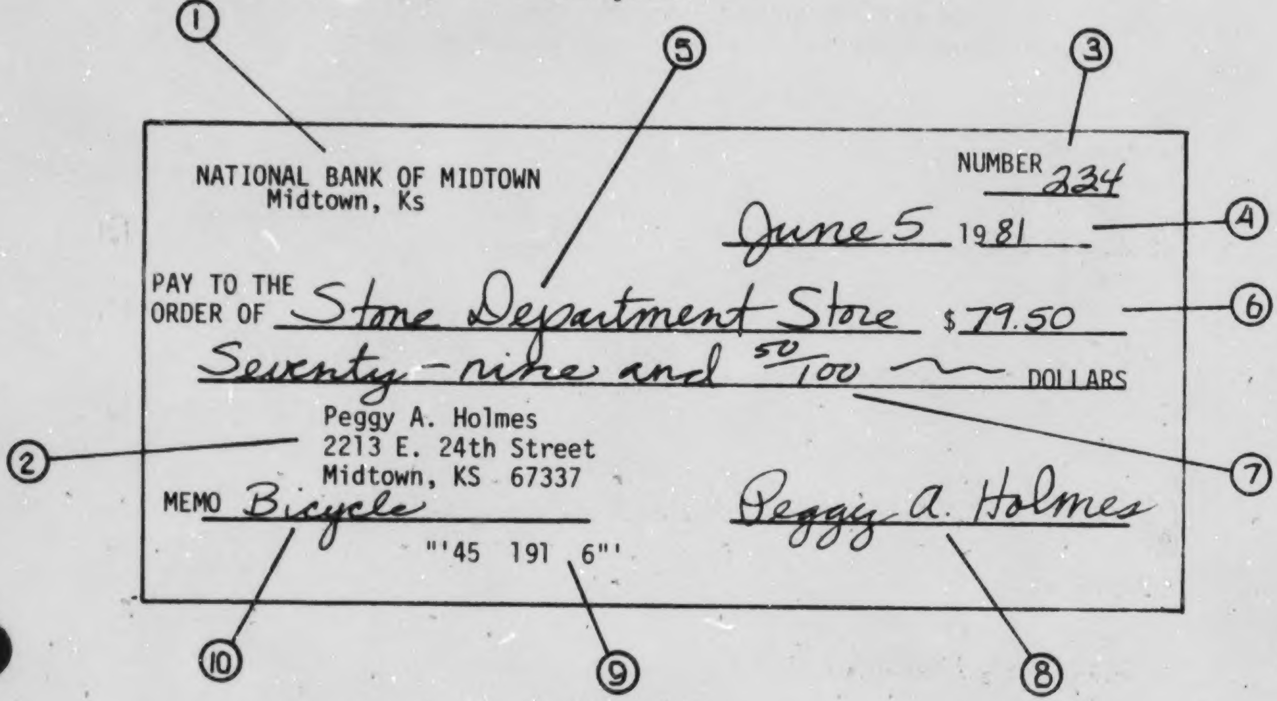
Jan 5 - The month and day, January 5

49.00 - The amount of deposit

D23 - The bank teller's number

UNDERSTANDING CHECKS

Peggy bought a bicycle from the Stone Department Store. Here is the check she wrote to pay for the bicycle.



NATIONAL BANK OF MIDTOWN
Midtown, Ks

NUMBER 234

June 5 1981

PAY TO THE ORDER OF Stone Department Store $79.50

Seventy-nine and 50/100 DOLLARS

Peggy A. Holmes
2213 E. 24th Street
Midtown, KS 67337

MEMO Bicycle

"'45 191 6"'

Peggy A. Holmes

1
5
3
4
6
2
7
10
9
8

+++ Look at the numbers on the check. Then read what each number means.

1. The name of the bank where Peggy has her checking account.
2. Peggy's name and address.
3. The number of the check. The checks are numbered in order, so the next check Peggy writes will be number 235.
4. The date Peggy wrote this check on June 5, 1981.
5. The name of the person Peggy made the check out to. Stone Department Store will cash this check to get the money.
6. The amount of the check written in numbers. Peggy wrote this check for $79.50.
7. The amount of the check spelled out in words.
8. Peggy's signature. Peggy must sign her name on the check before her bank will cash it and pay the Stone Department Store.
9. Peggy's account number.
10. What was purchased.

WRITING CHECKS

1. Use large numbers. Write close to the dollar sign and close together.
2. In spelling out the amount, start at the far left. Begin the first letter with a capital. Make a fraction out of the cents.

Example:

$8.52

Eight and $\frac{52}{100}$ DOLLARS

Example:

$340 $\frac{no}{100}$

Three hundred forty and $\frac{no}{100}$ DOLLARS

Example:

$2,842.65

Two thousand eight hundred forty-two and $\frac{65}{100}$

Example:

$50.10

Fifty and $\frac{10}{100}$ DOLLARS

Example:

$.75

Only seventy-five cents DOLLARS

RULES FOR WRITING CHECKS

1. Always use a pen to write a check. Never write a check with a pencil.
2. Never change figures on a check. If you make a mistake, tear up the check and write a new one.
3. Fill all blank spaces on the check with words, numbers, or lines.
4. Be sure to use the correct date.
5. Never write a check for an amount greater than the balance in your checking account.
6. If a check is lost or stolen, ask the bank to stop payment on it.

ASSIGNMENT SHEET #7 - WRITING CHECKS

Practice writing these amounts for checks in figures and in words.

Amount	Figures	Words
1. $ 5.34	$5.24	Five and 34/100 DOLLARS
2. $ 4.10	$	DOLLARS
3. $ 13.63	$	DOLLARS
4. $ 7.80	$	DOLLARS
5. $ 22.33	$	DOLLARS
6. $ 9.51	$	DOLLARS
7. $ 12.39	$	DOLLARS
8. $ 20.82	$	DOLLARS
9. $ 19.18	$	DOLLARS
10. $ 25.12	$	DOLLARS
11. $ 5.69	$	DOLLARS
12. $ 29.05	$	DOLLARS
13. $ 130.00	$	DOLLARS
14. $ 10.22	$	DOLLARS
15. $2,000.50	$	DOLLARS
16. $ 8.52	$	DOLLARS
17. $ 31.40	$	DOLLARS

CHECK REGISTER

You will keep a record of each check written on a check register. IMMEDIATELY write this in at the same time you write a check -- do not think of doing this later because you will forget.

Every check register should show the following:

1. The check number of the check that you wrote.
2. The date the check was written.
3. The amount of the check that you wrote.
4. The name of the person to whom you wrote the check.
5. The reason you wrote the check.
6. The amount of money you have in your checking account.

Example: Beginning balance - $75.30

1. You wrote a check to Smith's Grocery Store for groceries at $25.30. Your check was number 32, and the date is 9-15-80. Figure the balance.

2. You received a check, your paycheck, from the City Manufacturing Company for $200 on 9-16. Enter in the register. How much is the balance now?

Check No.	Date	Checks issued to or description of deposit	Amount of Check		Amount of Deposit		Balance	
							75	30
32	9-15	Smith's Grocery Store	- 25	30			50	00
		groceries						
	9-16	Deposit - City Manufacturing Co.			+200	00	250	00
		Paycheck						
	10-1	Service Charge	- 1	75			248	25

DEPOSIT money regularly in your account.

Write checks as needed for large amounts.

You can write a check to have some cash in your pocket for spending money.

The bank does charge a small fee per month for the checks you write.

ASSIGNMENT SHEET #8 - WRITING CHECKS

+++ Write the following checks and enter them in the check register in Assignment #9.

1. You bought a sweater at Field's Department Store today for $12.36. Write the check.

NATIONAL BANK OF MIDTOWN
Midtown, KS
NUMBER 1
__________ 19____
PAY TO THE
ORDER OF ____________________ $______
____________________ DOLLARS
MEMO __________ __________
': 101100304': "45 191 6"'

2. You bought a pair of shoes at the mall from Sherry's Shoe Shop for $27.58. Write the check.

NATIONAL BANK OF MIDTOWN
Midtown, KS
NUMBER 2
__________ 19____
PAY TO THE
ORDER OF ____________________ $______
____________________ DOLLARS
MEMO __________ __________
": 101100304': "45 191 6"'

WRITING CHECKS

3. You bought a pair of jeans today at Field's Department Store for $18. Write the check.

NATIONAL BANK OF MIDTOWN
Midtown, KS

NUMBER 3

19

PAY TO THE
ORDER OF $

DOLLARS

MEMO

': 101100304': "45 191 6"'

4. You bought a tennis racket today from B. J.'s Sporting Goods Store for $15.99. You also bought some tennis balls in the amount of $6.10. Write one check to pay for the racket and the balls.

NATIONAL BANK OF MIDTOWN
Midtown, KS

NUMBER 4

19

PAY TO THE
ORDER OF $

DOLLARS

MEMO

': 101100304': "45 191 6"'

GETTING READY FOR PAYDAY
UNIT IV

ASSIGNMENT SHEET #9 - CHECK REGISTER

You have a balance of $90 before you write any checks.

CHECK REGISTER

Check No.	Date	Checks issued to or description of deposit	Amount of Check	Amount of Deposit	Balance $90.00
1	19--				

1. Enter a service charge for $2.00. Subtract this from your balance.
2. Enter the amount of your paycheck which is $30. Use today's date and use the name of Carol's Pancake House for the company that employs you.

GETTING READY FOR PAYDAY
UNIT IV

ASSIGNMENT SHEET #10 - WRITING NUMBERS

Write the following numbers. Study them five at a time until you learn them well enough to write checks.

Example:

one one one one one one one

one

two

three

four

five

six

seven

eight

nine

ten

eleven

twelve

thirteen

fourteen

fifteen

sixteen

seventeen

eighteen

nineteen____________________

twenty ____________________

The numbers twenty-one through ninety-nine have a hyphen between the two words.

twenty-one____________________

twenty-two____________________

twenty-three____________________

twenty-four____________________

twenty-five____________________

twenty-six____________________

twenty-seven____________________

twenty-eight____________________

twenty-nine____________________

thirty____________________

forty____________________

fifty____________________

sixty____________________

seventy____________________

eighty____________________

ninety____________________

one hundred____________________

one thousand____________________

After learning to spell these numbers, you will be able to spell all numbers on any check.

GETTING READY FOR PAYDAY
UNIT IV

ASSIGNMENT SHEET #11 - MONTHS OF THE YEAR

+++ Write the following months of the year.

Example:

January January January January

January ______

February ______

March ______

April ______

May ______

June ______

July ______

August ______

September ______

October ______

November ______

December ______

GETTING READY FOR PAYDAY
UNIT IV

ASSIGNMENT SHEET #12 - SHORT FORM OF THE MONTHS

+++ Write the short form of the months. Learn to spell well enough to write the date on checks.

Example:

January
Jan. Jan. Jan. Jan. Jan. Jan. Jan.

January
Jan.____________________

February
Feb.____________________

March
Mar.____________________

April
Apr.____________________

May (no short form)
May____________________

June (no short form)
June____________________

July (no short form)
July____________________

August
Aug.____________________

September
Sept.____________________

October
Oct.____________________

November
Nov.____________________

December
Dec.____________________

GETTING READY FOR PAYDAY
UNIT IV

ASSIGNMENT SHEET #13 - MONTHS AS NUMBERS

Months of the year may be written in numbers on the checks.

Example: January 15, 1980 may be written as 1-15-80 or 1-15-1980.

1-15 19 80

Number	Month
1	January
2	February
3	March
4	April
5	May
6	June
7	July
8	August
9	September
10	October
11	November
12	December

+++ Write the following dates into numbers:
Example: May 21, 1945 5-21-45

1. January 8, 1980 ____________
2. January 22, 1980 ____________
3. February 24, 1980 ____________
4. March 8, 1980 ____________
5. March 9, 1980 ____________
6. May 9, 1980 ____________

7. May 13, 1980 ____________________
8. May 17, 1980 ____________________
9. July 30, 1981 ____________________
10. September 10, 1982 ____________________
11. September 24, 1983 ____________________
12. December 14, 1983 ____________________
13. December 17, 1984 ____________________
14. May 21, 1985 ____________________

GETTING READY FOR PAYDAY
UNIT IV

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1

1. $11.70
   $ 1.60
   $ 7.11
   $20.41
2. $116.00
   $ 20.41
   $ 95.59
   Net Wages - $95.59

Assignment Sheet #2

1. $ 42.00
2. $ 27.75
3. $ 98.05
4. $ 33.00
5. $ 59.80
6. $ 29.00
7. $ 46.50
8. $ 43.50
9. $ 29.00
10. $100.30
11. $ 87.00
12. $ 22.20
13. $ 3.75
14. $ 35.00
15. $127.65
16. $ 68.90
17. $ 92.00
18. $ 78.75
19. $ 42.00
20. $ 66.70
21. $ 74.80
22. $ 9.00
23. $ 35.25
24. $ 26.80

Assignment Sheet #3

1. 2

2

2

2 $2.90 (2 decimal places in problem)

X 18

2 2320

290

4 5220 $52.20 (two decimal places in the answer)

4

18

Assignment Sheet #5

Example: $ 6.74

$66.06

1. $ 40.51
2. $172.55
3. $ 9.97
4. $ 77.14
5. $ 43.44
6. $ 45.05

Assignment Sheet #6

1. $ 4.00

.50

17.00

$21.50

2. $15.00

.50

18.00

$33.50

3. $ 3.00

.73

10.50

$14.23

Assignment Sheet #7

1.	$ 5.34	Five and 34/100--------------------------
2.	$ 4.10	Four and 10/100--------------------------
3.	$ 13.63	Thirteen and 63/100----------------------
4.	$ 7.80	Seven and 80/100-------------------------
5.	$ 22.33	Twenty-two and 33/100--------------------
6.	$ 9.51	Nine and 51/100--------------------------
7.	$ 12.39	Twelve and 39/100------------------------
8.	$ 20.82	Twenty and 82/100------------------------
9.	$ 19.18	Nineteen and 18/100----------------------
10.	$ 25.12	Twenty-five and 12/100-------------------
11.	$ 5.69	Five and 69/100--------------------------
12.	$ 29.05	Twenty-nine and 05/100--------------------
13.	$130.00	One hundred thirty and no/100-------------
14.	$ 10.22	Ten and 22/100----------------------------
15.	$2,000.50	Two thousand and 50/100-------------------
16.	$ 8.52	Eight and 52/100--------------------------
17.	$ 31.40	Thirty-one and 40/100---------------------

Assignment Sheet #8

1. Check #1

Current date

(pay to the order of) Field's Department Store

$12.36

Twelve and 36/100-----------

Memo - sweater

Signature (your name)

2. Check #2

   Current date

   (pay to the order of) Sherry's Shoe Shop

   $27.58

   Twenty-seven and 58/100--------------

   Memo - shoes

   Signature (your name)

3. Check #3

   Current date

   (pay to the order of) Field's Department Store

   $18.00

   Eighteen and no/100------------------

   Memo - jeans

   Signature (your name)

4. Check #4

   Current date

   (pay to the order of) B. J.'s Sporting Goods

   $22.09

   Twenty-two and 09/100-----------------

   Memo - tennis racket, balls

   Signature (your name)

Assignment Sheet #9

Check 1	Amount of check	$12.36
	Balance	$77.64
Check 2	Amount of check	$27.58
	Balance	$50.06
Check 3	Amount of check	$18.00
	Balance	$32.06
Check 4	Amount of check	$22.09
	Balance	$ 9.97

1. SC = $2.00

   Balance - $7.97

2. Deposit = $30.00

   Balance - $37.97

Assignment Sheet #13

1. 1-8-80
2. 1-22-80
3. 2-24-80
4. 3-8-80
5. 3-9-80
6. 5-9-80
7. 5-13-80
8. 5-17-80
9. 7-30-81
10. 9-10-82
11. 9-24-83
12. 12-14-83
13. 12-17-84
14. 5-21-85

PROGRESS SHEET

UNIT IV

GOAL- A GRADE OF SATISFACTORY

Unit IV	Date Completed	Incomplete	SATISFACTORY
Assignment Sheet #1 -- Deductions			
Assignment Sheet #2 -- Figure Hourly Wages			
Assignment Sheet #3 -- Figure Hourly Wages			
Assignment Sheet #4 -- Signature Card			
Assignment Sheet #5 -- Add and Subtract Dollars and Cents			
Assignment Sheet #6 -- Deposit Slips			
Assignment Sheet #7 -- Writing Checks			
Assignment Sheet #8 -- Writing Checks			
Assignment Sheet #9 -- Check Register			
Assignment Sheet #10 -- Numbers			
Assignment Sheet #11 -- Months of the Year			
Assignment Sheet #12 -- Short Form of Months			
Assignment Sheet #13 -- Months as Numbers			

RECORD KEEPING
UNIT V

MAIN GOAL

KEEPING RECORDS

SPECIAL GOALS

After finishing this unit, you will be able to:

1. Write terms used in record keeping.
2. Discuss difference between needs and wants.
3. Set up a budget.
4. Keep records of money earned and money spent.
5. Check the bank statement with the checkbook.
6. Discuss charge accounts.
7. Discuss savings accounts.
8. Know what to put in a safety deposit box.
9. Know what papers to keep for income tax purposes.

RECORD KEEPING
UNIT V

SUGGESTED ACTIVITIES

I. Instructor:

A. Talk about main goal and special goals.

B. Read information sheet to the student.

C. Make transparencies to emphasize instructional material.

D. Give student assignment sheets as needed. Encourage working on plain paper to get information before copying it on the assignment sheets.

E. Help student as needed.

F. Evaluate with the words satisfactory and incomplete. If work is not satisfactory, have the student begin again, repeat same process until a satisfactory mark can be given.

II. Student:

A. Read goals once.

B. Listen to cassette tape and read goals again for directions.

C. Study by reading the information sheet.

D. Listen to cassette tape and read information sheet again for help in learning.

E. Complete each assignment sheet. Listen to cassette tape for directions.

F. When you do the work correctly, you will receive a satisfactory rating at the end of each assignment sheet.

G. Keep the satisfactory sheets for further reference.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

A. Goals

B. Information Sheets

C. Transparency Masters

    1. TM 1 -- My Record of Money Earned and Money Spent
    2. TM 2 -- My Budget
    3. TM 3 -- Checking Account Statement

D. Assignment Sheets

    1. Assignment Sheet #1 -- Terms Used in Bookkeeping
    2. Assignment Sheet #2 -- Needs and Wants
    3. Assignment Sheet #3 -- Spending Money
    4. Assignment Sheet #4 -- My Budget
    5. Assignment Sheet #5 -- Bank Statement
    6. Assignment Sheet #6 -- Safety Deposit Box

E. Answers to Assignment Sheets

F. Check-Up

G. Answers to Check-Up

H. Progress Sheet

RECORD KEEPING
UNIT V

INFORMATION SHEET

1. Debit -- Add money to your record in the left column of a record sheet.
2. Credit -- Subtract money from your records in the middle column of a record sheet.
3. Balance -- Money that is in your account. This amount is written in the right column.
4. Budget -- A plan for how you may spend your money.
5. Needs -- Something necessary.
6. Wants -- A wish for something.
7. Bank Balance -- The bank's figures of how much money is in your account.
8. Charge Accounts -- You buy and pay later plus paying interest.
9. Interest (paid) -- When you borrow money, you will be paying interest.
10. Interest (received) -- Money you save in a savings account earns you interest.
11. Safety Deposit Box -- A locked box in the vault of a main bank that you may rent to put important papers inside. You have a key and the bank has a key. The box can be opened only when the two keys are used at the same time.
12. Income Tax Records -- Papers needed for proof when income tax is figured once a year.
13. Canceled Checks -- Checks that you wrote that were cashed and returned to the bank. The bank returns the canceled checks to you once a month for you to keep as your receipts.
14. Service Charge -- A fee that the bank charges you on your checking account for the service of handling your checks.
15. Outstanding Checks -- Checks that you wrote that have NOT been cashed and returned to the bank.
16. Bank Statement -- A paper that is sent to you once a month by the bank showing your bank balance.
17. Receipt -- A paper that shows proof of money you have paid.

MY RECORD OF MONEY EARNED AND MONEY SPENT

Date	Items	Debits	Credits	Balance
19__ Oct. 1				

RECORD KEEPING
UNIT V

ASSIGNMENT SHEET #1 - TERMS USED IN RECORDKEEPING

DEBIT CREDIT BALANCE

+++ Read the entries below:

Date		Items	Debit	Credit	Balance
1980					
Nov.	12	Balance forward			$400.00
Dec.	1	912 Apartments for Dec., 1980		-100.00	300.00
	2	Clem's TV Shop		- 7.00	293.00
	2	Dylan's Cars		-100.00	193.00
	2	City Gas Co.		- 25.00	$168.00

+++ Do your bookwork. Record the following payments and receipts in your record book.

Jan. 3, Clem's TV Shop	$ 7.00
Jan. 5, Dylan's Cars	$100.00
Jan. 5, City Gas Company	$ 30.00
Jan. 15, Terry's Bread Co.	$ 3.00
Jan. 30, Brady Shoe Store	$ 30.00
Jan. 30, David's Meat Market-deposit	$ 50.00

Date		Items	Debit	Credit	Balance
1981					
Jan.	1	Balance forward			$168.00
Jan.	3	(Deposit-David's Meat Market-			
		paycheck for Dec., 1980)	+ 110.00		278.00
Jan.	3	912 Apartments			
		for Jan., 1981		-100.00	178.00
					$ 58.00

RECORD KEEPING
UNIT V

ASSIGNMENT SHEET #2 - NEEDS AND WANTS

+++ Add to these two lists:

NEEDS	WANTS
1. Food	1. Car
2. Clothing	2. TV
3. House	3.
4. Medicine	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

1. Can you see that sometimes a car is an important need?
2. Could you get along without a TV? Do you consider it a need?
3. Remember, a NEED is something you MUST HAVE -- you can NOT get along without it!

BUDGET

Your parents probably spend money each month for NEEDS:

RENT

UTILITIES
Gas
Electric
Water

TELEPHONE

CAR PAYMENT
Gas
Oil
Repairs

FOOD

Your parents probably spend money for some of their WANTS:

TV payment

Entertainment

Savings

Hobbies

How much money would be needed to take care of ALL of their needs and SOME of their wants?????

BUDGETING

1. You will soon be out of school and earning your own money. You will want to know how to save money so that you can buy the things you will need and some of the things you want.

2. The best way to save is to keep a budget and to NOT overspend your budget.

3. A budget is a record of the money you plan to receive and that you may spend during a month.

4. When making a budget plan, you should:

   a. Know how much your take-home pay will be for the month.

   b. Decide upon how much you wish to save.

   c. Plan your spending.

5. The best way to save money is to:

   a. Cut down on money you spend for entertainment.

      1. Watch TV.
      2. Drive with a group in the car; share expenses.
      3. Buy soft drinks and potato chips in large quantities at the grocery store.
      4. Go fishing.
      5. Play lawn darts.
      6. Play volleyball.
      7. Play badminton.
      8. Play softball or baseball.
      9. Go swimming.
      10. Go bike riding.

   b. Buy grocery items on sale and in season.

      1. Strawberries
      2. Watermelon
      3. Peaches
      4. Tomatoes
      5. Potatoes

   c. Cut down on the use of your car to save on gasoline, oil, tires, and repairs.

   d. Buy clothes and personal items when they are on sale.

      1. Coats - in July and August
      2. Swim suits - August
      3. Sheets and linens - white sales in January
      4. Christmas toys - December 26 and a week after

ASSIGNMENT SHEET #4 - MY BUDGET

MONEY I TAKE HOME	MONEY I PLAN TO SPEND
TOTAL	TOTAL

+++ Make a budget for one month.

1. Figure how much income you will have in one month.
2. Then divide up your income in the way you will spend the money.
3. If you have money left over at the end of the month, you can reward yourself by buying something you really want. Always try to keep below your budget if possible.

RECORD KEEPING
UNIT V

ASSIGNMENT SHEET #3 - SPENDING MONEY

Money in your pocket is easy to spend. It may burn a hole in your pocket.

1. People will admire you if you can save money.
2. You will be proud of yourself if you save money.
3. It is better to save money than to borrow all the time or overspend.
4. You will have a good feeling. You will feel happy to be able to pay cash or pay in full.

How much money do YOU spend each month?

+++ Make a list of what you spend in one month.

1. Savings ________________
2. Clothing ________________
3. Car ________________
4. Motorcycle ________________
5. Food ________________
6. Record albums or tapes ________________
7. Entertainment ________________
8. Hobby ________________
9. ________________
10. ________________

TOTAL $________________

Were you surprised when you found out how much you spend in a month?

Look over your spending and see where you can cut down by not spending as much.

REMEMBER -- A BUDGET IS A PLAN FOR USING MONEY. DO NOT SPEND MORE THAN YOU EARN.

ASSIGNMENT SHEET #4 - MY BUDGET

MONEY I TAKE HOME	MONEY I PLAN TO SPEND
TOTAL	TOTAL

+++ Make a budget for one month.

1. Figure how much income you will have in one month.
2. Then divide up your income in the way you will spend the money.
3. If you have money left over at the end of the month, you can reward yourself by buying something you really want. Always try to keep below your budget if possible.

BUDGET

MONEY I TAKE HOME		MONEY I PLAN TO SPEND	
Wages I take home	$535 a month	Savings 10%	$ 53.50
		Church 10%	53.50
		Rent	120.00
		Utilities Gas, electric, water	50.00
		Trash service	5.00
		Food	90.00
		Car Payment	120.00
		Entertainment Gas for car Ham & cheese & fries Movies	38.00
		Personal (clothes)	5.00
TOTAL	$535.00	TOTAL	$535.00

1. To figure wages for a month, take 4 times the weekly wage. This will give you four weeks, or 160 hours.

2. You can use 173 hours per month to figure the monthly wage, because some months are longer or shorter than others.

3. You can use 2,076 hours per year to figure your wages for one year.

CHECKING
ACCOUNT
STATEMENT

MEMBER F.D.I.C.

Gary E. Thomas
110 Main Street
Midtown, KS 66762

45 191 6	Acct. No.
2-21-79	STMT. Date
510-24-5686	Soc. Sec.#

BALANCE FROM LAST STATEMENT	DEBITS	TOTAL AMOUNT OF DEBITS	CRED.	TOTAL AMOUNT OF CREDITS	SERVICE CHARGE	ENDING BALANCE
55.00	5	-185.00	1	+135.00	-1.25	3.75

DATE	DESCRIPTION	AMOUNT	BALANCE
2-02	CHECK	5.00-	50.00
2-06	CHECK	15.00-	35.00
	CHECK	30.00-	5.00
2-20	DEPOSIT	135.00	140.00
2-21	CHECK	120.00-	20.00
	CHECK	15.00-	5.00
	SERVICE CHARGE	1.25-	3.75

ASSIGNMENT SHEET #5 - BANK STATEMENT

You have a checking account. Once a month the bank sends your canceled checks to you.

At that time, you are charged a service charge. Subtract the service charge from your records.

+++ Look at the sample bank statement. See the "Balance from the last statement" and the "Ending balance".

1. Write the amount of the balance from the last statement. ____________
2. Write the amount of the ending balance. ______________

STEPS IN CHECKING THE BANK STATEMENT WITH YOUR CHECK BOOK

1. Arrange canceled checks by number. Example: 1, 2, 3, 4, 5.
2. Put an "X" in the check register by all checks and deposits sent to you with the bank statement.
3. Do you have any outstanding checks? If you do, you will probable receive them next month.
4. Add outstanding checks and subtract the service charge.

Checkbook balance $____________________

Add outstanding checks +____________________

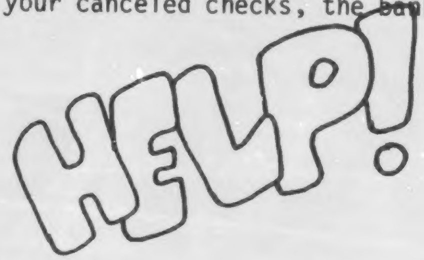
+____________________

$____________________

Subtract Service Charge -____________________

BALANCE $____________________

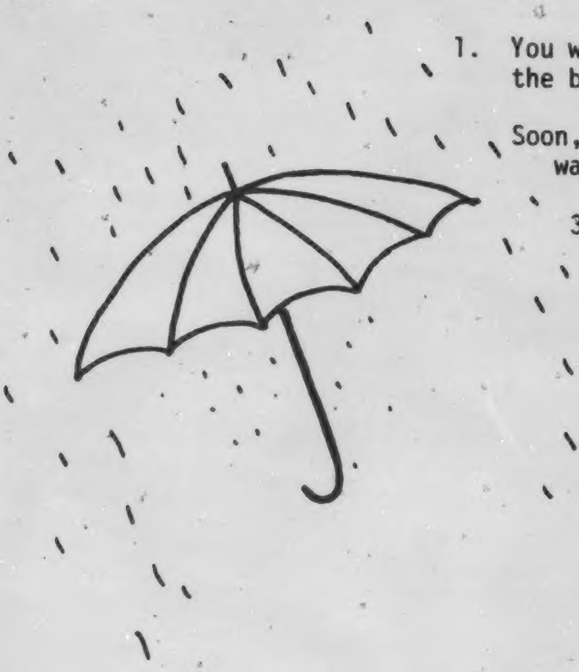
5. If the check register and the bank statement do not agree, go back and refigure in your check register. You may have added or subtracted wrong.
6. If you cannot find the error, go to the bank and ask for help. Take with you your canceled checks, the bank statement and your checkbook.



RECORD KEEPING
UNIT V

SAVINGS ACCOUNT

You can save money for a rainy day.



1. You will feel good knowing some cash is in the bank for you to draw out anytime you want.

Soon, you will have the feeling that you DO NOT want to draw it out.

3. You can save a down payment for a home or a car.

   It is easier to save when you have a reason to save.

4. To save money, put in a certain amount EACH payday. You could put in 10% of your take-home pay.

   Do not miss a time. At least, put in 1%; just put in something each time. When you do this regularly, it becomes a habit. You will not want to break the habit.

5. The bank gives you a savings book free to keep for your record. When money is put in the savings or drawn out of the savings, a record is written in the book.

   Take the book with you each time. Keep the record up-to-date. See your savings grow.

SEE YOUR SAVINGS GROW and GROW and GROW!

ASSIGNMENT SHEET #6 - SAFETY DEPOSIT BOX

1. A safety deposit box is located in the large vault at a main bank. (not in a drive-in bank)
2. A fee is charged for one month or six months or for one year.
3. Valuables can be placed inside the box only by YOU.
4. Some examples of valuables are: a car title, a birth certificate, expensive jewelry or keepsake jewelery from relatives.
5. YOU have a key.

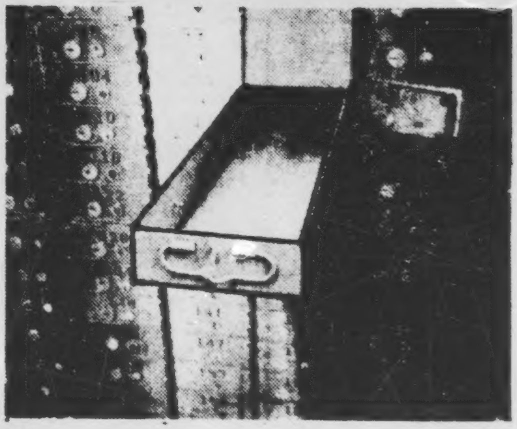
   The BANK has a key.

   Both keys are needed to open the safety deposit box.
6. The safe cannot be destroyed by fire, wind, or theft.

+++ List some valuables that you could put in a safety deposit box.

1. ______________________________
2. ______________________________
3. ______________________________
4. ______________________________
5. ______________________________

This picture is an open and empty safety deposit box.



RECORD KEEPING
UNIT V

CHARGE ACCOUNT

1. If you have a good credit standing in your community, you can open a charge account.
2. If you buy a TV for $295, you will pay tax PLUS interest. You will pay more money for the TV because you charged it.
3. If you SAVE $295 in a savings account, then buy your TV, you will NOT have to pay interest.
4. You will be receiving interest on your money in the bank while you are saving for the TV.

YOU CAN EARN MONEY BY SAVING!!!

Banks store money in vaults with doors that can be two feet thick. The doors have combination locks that will not open until a special time.

RECORD KEEPING
UNIT V

RECORDS FOR INCOME TAX PURPOSES

KEEP CANCELED CHECKS AND RECEIPTS. KEEP ALL CHECK STUBS FROM YOUR PAYCHECKS

Where To Keep These Records?

1. In a shoe box. Label the box "Income Tax" and the "Year".

or

2. Use a small desk drawer or a dresser drawer or a small filing box for ALL papers saved.

At the end of the year, sort the papers and staple them together or paper clip together. Then the papers will be ready to use when needed.

The papers are now in order for use in filing an income tax return.

RECORD KEEPING
UNIT V

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1

1981			DEBIT	CREDIT	BALANCE
Jan.	1	Balance Forward			$168.00
	3	Deposit - David's Meat Market, paycheck for Dec., 1980	+110.00		278.00
	3	912 Apartments for Jan., 1981		-100.00	178.00
	3	Clem's TV Shop		- 7.00	171.00
	5	Dylan's Cars		-100.00	71.00
	6	City Gas Company		- 30.00	41.00
	15	Terry's Bread Company		- 3.00	38.00
	30	Brady Shoe Store		- 30.00	8.00
	30	David's Meat Market paycheck for Jan., 1980	+ 50.00		58.00

Assignment Sheet #5

1. Balance last statement	$ 55.00
2. Ending balance	$ 3.75

RECORD KEEPING
UNIT V

CHECK - UP

YOU WANT TO KNOW WHAT YOU HAVE LEARNED, SO LET US FIND OUT NOW.

1. Name three words used most in keeping books.

   ______________ ______________ ______________

2. What do you call a plan for spending your money?

   ____

3. How can you EARN interest on your money?

   ____

4. Where is a safe place to store your valuable papers and expensive jewelry?

   ____

5. What papers should you keep for income tax purposes?

   ____

6. How can you keep all these papers together?

   ____

RECORD KEEPING
UNIT V

ANSWERS TO CHECK-UP

1. DEBIT CREDIT BALANCE
2. Make a budget.
3. Open a savings account.
4. Safety deposit box in a bank.
5. All check stubs of money earned and all receipts of money paid out.
6. In a shoe box, a drawer, or other kind of box.

PROGRESS SHEET

V-128

UNIT V

GOAL - A GRADE OF SATISFACTORY

UNIT V	Date Completed	Incomplete	SATISFACTORY
Assignment Sheet #1 -- Terms Used in Bookkeeping			
Assignment Sheet #2 -- Needs and Wants			
Assignment Sheet #3 -- Spending Money			
Assignment Sheet #4 -- My Budget			
Assignment Sheet #5 -- Bank Statement			
Assignment Sheet #6 -- Safety Deposit Box			

TELEPHONE TECHNIQUES
UNIT VI

MAIN GOAL

ANSWER TELEPHONE

SPECIAL GOALS

After finishing this unit, you will be able to:

1. Answer the telephone correctly.
2. Take messages correctly.
3. Keep supplies on hand.
4. Make a list of emergency numbers.
5. Make a list of numbers that you use often.
6. Keep a record of long distance calls for checking with the telephone bill.

TELEPHONE TECHNIQUES
UNIT VI

SUGGESTED ACTIVITIES

I. Instructor:

   A. Talk about main goal and special goals.

   B. Read information sheet to the student.

   C. Make transparencies to emphasize instructional material.

   D. Give student assignment sheets as needed. Encourage working on plain paper to get information before copying it on the assignment sheets.

   E. Help student as needed.

   F. Evaluate with the words satisfactory and incomplete. If work is not satisfactory, have the student begin again, repeat same process until a satisfactory mark can be given.

II. Student:

   A. Read goals once.

   B. Listen to cassette tape and read goals again for directions.

   C. Study by reading the information sheet.

   D. Listen to cassette tape and read information sheet again for help in learning.

   E. Complete each assignment sheet. Listen to cassette tape for directions.

   F. When you do the work correctly, you will receive a satisfactory rating at the end of each assignment sheet.

   G. Keep the satisfactory sheets for further reference.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

   A. Goals

   B. Information Sheets

C. Transparency Masters

TM 1 -- Telephone Message

D. Assignment Sheets

1. Assignment Sheet #1 -- Take a Message
2. Assignment Sheet #2 -- Keeping a Record of Long Distance Calls Made
3. Assignment Sheet #3 -- Make Your Own Emergency List of Important Telephone Numbers
4. Assignment Sheet #4 -- Use Your Local Phone Book
5. Assignment Sheet #5 -- Use the Teletrainer

E. Answers to Assignment Sheets

F. Progress Sheet

G. Supplies

1. Borrow a teletrainer from the telephone company (call in advance)
2. Paper for messages
3. Red pen

TELEPHONE TECHNIQUES
UNIT VI

INFORMATION SHEET

1. Telephone Directory -- The "phone" book you receive when you have your telephone set up for use.

2. White Pages -- Names, addresses and phone numbers are printed on white pages in the front section of the phone book. Individuals and business firms are listed alphabetically by their LAST name.

   Businesses are printed in larger and darker print so they stand out from the other names.

3. Yellow Pages -- Names of companies and businesses, addresses, and phone numbers are printed on the yellow pages in the back of the phone book. Also, advertising and pictures are printed for "eye catchers". Businesses and individuals are listed alphabetically according to products or services.

4. Pay Telephone -- A public coin telephone where local and long distance calls may be made. Read the instructions printed on the telephone. You can read how much money is needed to make a call.

   Dial "0" for operator for placing long distance calls.

5. Emergency Calls -- You can dial "0" and say, "I have an emergency".

   Tell the operator if you need the fire department, police department, or an ambulance.

   It will save time if you can call the number directly.

   Young children can be taught to dial "0" for the operator.

   You can teach young children their home phone number. Give them change to carry for emergency calls.

6. Telephone Supplies -- Pad of paper for message and pen or pencil, telephone book, list of emergency numbers, and paper to record long distance calls.

7. Dial Tone - MMMMMMMMMMMMMM -- A hum that you hear when you pick up the phone receiver that tells you the line is ready for you to dial a number to place your call.

8. Busy Signal - BUZZ - BUZZ - BUZZ -- A special sound telling you that the number you called is now busy.

9. Wrong Number -- If you reach a wrong number, say, "I'm sorry, I must have the wrong number."

   When calling long distance, and you get a wrong number, after you hang up, dial "0" for operator. Say, "I reached a wrong number and want you to take it off my statement."

10. Long Distance Calls -- Numbers NOT listed in the local directory. They are cheaper between 5:00 p.m. and 11:00 p.m. Much cheaper calls can be made between 11:00 p.m. and 8:00 a.m. during the week and on weekends.

11. Direct Distance Dialling - DDD -- You can dial your long distance calls by dialing "1" and the area code and then the phone number.

12. Area Code -- You have a local area code that is printed on the cover of the telephone directory.

13. Operator Placed Calls -- You dial "0" for the operator and say, "I want to make a long-distance call."

14. Collect Calls -- You dial "0" for the operator and say, "My name is ________________ and I want to make a collect long-distance call."

    The person you are calling will pay for the call. First, the operator will ask if the person will accept the call from you. They may say "yes" or "no".

15. Zip Codes -- The first page of the yellow pages has zip code numbers listed for nearby towns. You can address your mail with the correct zip code.

16. Directory Assistance -- A way to get phone numbers not in the directory. If the local phone number you want is not in the phone book, dial "1 + 411".

17. Teletrainer -- A machine the telephone company loans to schools for training in the use of telephones.

18. Person-to-Person Call -- Costs more money. You tell the operator the name you wish to speak to. You do not pay for the call if the person is not there.

19. Station-to-station Call -- Costs less money than a person-to-person call. When anyone answers the phone from that number, you will pay for the call. Then you may ask to speak to anyone at that number.

TELEPHONE MESSAGE

For ______________________ Date ____________

From ______________________ Time ____________

Phone number ________________

MESSAGE: ______________________________________

By ______________________

VI-133 A TM VI-1

YOU ARE THE CALLER

Treat every call as an important call!!

Be businesslike. Answer quickly. Wait 10 rings before hanging up (one minute)

SPEAK DIRECTLY INTO THE MOUTHPIECE
SPEAK CLEARLY
USE YOUR NATURAL VOICE
SOUND FRIENDLY
LISTEN
BE THOUGHTFUL OF THE OTHER PERSON

WHEN YOU CALL --

1. Say, "Hello, this is __________________."

   Ask for the person you want.

   (Do NOT call someone at work just to visit. If the call is important, leave a message.)

2. If you get a wrong number, say, "I'm sorry, I must have dialed a wrong number."

3. When you call long distance and plan to talk only three minutes, watch the clock. Then say, "I'm sorry, my three minutes are up. I'll write more. Good-bye."

WHEN YOU CALL --

4. So the other person can hear you and understand you,

   -- turn the radio or TV down
   -- don't giggle
   -- don't shout.

WHEN YOU CALL --

5. The caller says "goodbye" first.

YOU ANSWER THE TELEPHONE

AT HOME

AT HOME

1. Example: "Hello" or
   "Hello, this is Carol speaking" or
   "Hello, Rogers' residence."

2. Answer in a friendly manner.

3. Picture the person at the other end of the line. Talk to that person and not to the telephone.

4. Encourage the caller to identify self as soon as possible. If you don't recognize the voice, say, "I am sorry, I don't recognize your voice. Who is calling please?"

5. If the caller wants to talk to someone who is not there, say, "Mr. Rogers is not here just now. May I take a message?"

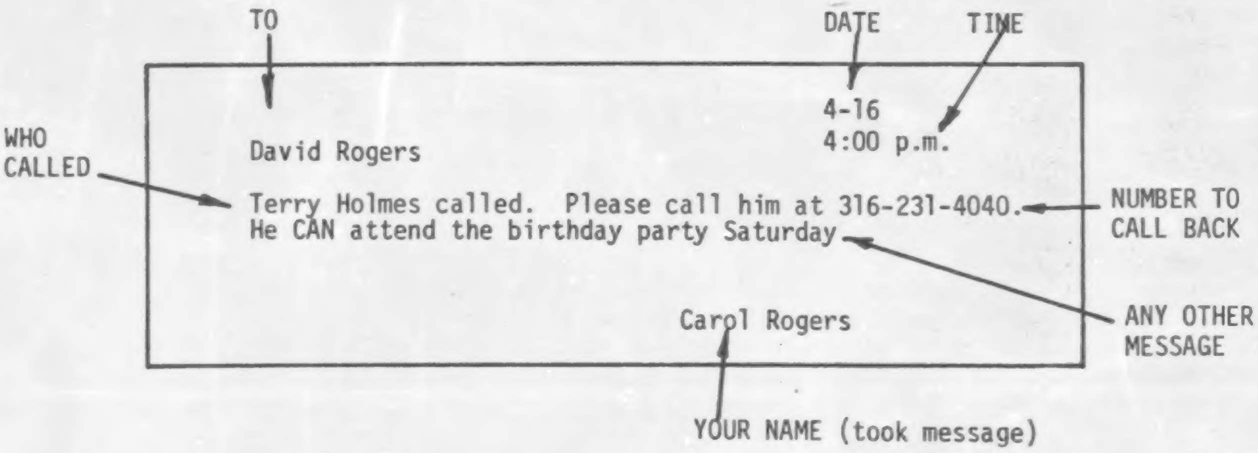
6. Keep paper and pencil handy.

7. Be brief.

8. You are home alone and get a phone call. If you do not want the caller to come to the house, do not say you are alone.

9. If you get a call and you DO NOT want to hear what is being said, all you have to do is HANG UP!!

A sample message is below:



David Rogers

4-16
4:00 p.m.

Terry Holmes called. Please call him at 316-231-4040.
He CAN attend the birthday party Saturday

Carol Rogers

ASSIGNMENT SHEET #1

+++ TAKE A MESSAGE. Role-play these phone messages. Pretend you answer the telephone and write the messages on a pad of paper. Be sure to SIGN YOUR NAME.

1. Jill called Amy at 2:30 p.m. on May 13. She asked Amy to call her at 797-1489 after 4:00 p.m.

2. Melissa called David at 9:30 a.m. on May 17. She said, "I will sell you the yellow Honda for $2,000 if you will take it before Saturday.

3. David called Jane at 10:30 a.m. on December 14. Message: Will you be at the Christmas party at Grandmother's house on December 20 at 7:30 p.m.?

4. Jane called Dylan at 1:30 p.m. on December 17 and said there will be a party at Grandmother's house on December 20 at 7:30 p.m. If Dylan can get a flight out of Denver by then, call David.

5. Jill called Melissa and Amy at 4:00 p.m. on January 8. The message was: Sorry I did not call last week. I was just too busy getting ready for the big New Year's party. I hope Melissa and Amy had fun at the New Year's party in Lubbock, Texas. We had live music at our party. Call or write to me soon.

YOU ANSWER THE TELEPHONE

AT WORK

AT WORK

1. Example: B. J.'s Furniture Company,
   B. J. speaking

2. Give the company name, department or office, and your name.

3. Answer quickly.

4. Treat the caller as you would like to be treated.

   If the caller is wanting information, the caller wants AN ANSWER.

5. If the caller needs to talk with someone in another department, say, "I'll connect you with that department."

   You may say, "Just a minute, please."

6. You may say, "Mrs. Holmes is not in just now. May I take a message?"

   "Would you please give me your name and phone number and I will have her call you."

You represent the business. Be polite even if the caller isn't.

Sometimes the caller may be upset or angry. REMEMBER, the caller is not angry at you personally. The situation is causing the anger. Remembering this will help you keep cool and remain friendly.

ASSIGNMENT SHEET #2 - KEEPING A RECORD OF LONG DISTANCE CALLS MADE

1. Sometimes the phone company charges you for phone calls you did not make.
2. Keep a record of long distance calls you did make.
3. Many long distance calls are made for company business. Usually the person who is in charge of paying the phone bill will tell new workers to keep a record of calls.

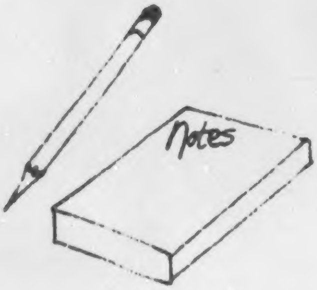
+++ You are a new worker. Sometimes you make long distance calls as part of your job. List the following calls on the record sheet below:

1. May 9 Clement called Carol Rogers at Emporia State U. at 8:00 a.m. The number called was 913-232-5523 at Emporia, KS.
2. Clement called Leavenworth, KS at 8:30 a.m. on May 17 and talked to B. J. Gowen at East Jr. High at 913-251-1900.
3. Clement called Peggy Holmes on May 21 at Texas Tech. U. in Lubbock, TX at 10:00 a.m. at 806-332-6000.
4. May 24, 2:30 p.m., Clement called David Rogers at Belong-Rogers in Denver, CO at 303-222-1140.
5. May 24, 4:30 p.m., Clement called Terry Holmes at the SEK Vo-Tech School in Coffeyville, KS at 316-251-2700.

Date	Person Called	Name of Company	City	State	Time Called	Who Placed The Call

SUPPLIES ON HAND

1. Keep paper and pencil near the telephone.
2. Tie a ball point pen to the phone cord with a piece of string and it will not be carried away.
3. Telephone book.
4. List of emergency numbers.



EMERGENCY

1. Emergency numbers are printed on the inside of the front cover of the phone book.
2. Place your own emergency card with numbers near the telephone or hang on the wall.
3. Some cities have a single emergency number.
4. You can dial "O" for the operator and say, "This is an emergency."
   Say who you are
   where the emergency is
   what is wrong.

Emergency numbers are used to call:

FIRE DEPARTMENT

POLICE DEPARTMENT

AMBULANCE

FAMILY DOCTOR

HOSPITAL

WHERE PARENTS CAN BE REACHED -- DAY AND NIGHT

EMERGENCY NUMBERS

ASSIGNMENT SHEET #3

MAKE YOUR OWN EMERGENCY LIST OF IMPORTANT TELEPHONE NUMBERS

Write the numbers with a red pen.

FIRE DEPARTMENT ____________________
POLICE DEPARTMENT ____________________
AMBULANCE ____________________

FAMILY DOCTOR ____________________
HOSPITAL ____________________
MOTHER ____________________
FATHER ____________________

+++ Copy the information again. Cut on the dotted lines and take your EMERGENCY NUMBERS home. Hang on the wall near the telephone or where you can see them in case of an emergency.

- -

EMERGENCY TELEHPONE NUMBERS

FIRE DEPARTMENT ____________________
POLICE DEPARTMENT ____________________
AMBULANCE ____________________
FAMILY DOCTOR ____________________
HOSPITAL ____________________
MOTHER ____________________
FATHER ____________________

1. THIS IS AN EMERGENCY.
2. MY NAME IS ____________________.
3. WHERE
4. WHAT

ASSIGNMENT SHEET #4 - USE YOUR LOCAL PHONE BOOK

WHERE WOULD YOU CALL?

+++ Look in the phone book and write the number to call.

			Phone No.
1.	To report a fire	Fire Department	
2.	To find a zip code	Post Office	
3.	Take a driver's test	City Hall	
4.	Public day care center	Day Nurseries & Child Care in Yellow Pages	
5.	Enter child in school	Board of Education	
6.	Visiting hours at the hospital	Hospital	
7.	Complain about trash collection	Sanitation Dept., City Hall	
8.	When public swimming pool opens	Recreation Dept.	
9.	Get measles shot	Family doctor or County Health Dept.	
10.	Replace social security card	Social Security Office	
11.	Call police to report a prowler	Police Dept.	
12.	Ask about welfare benefits	Social Service Org. in Yellow Pages	
13.	Get help in finding a job	Job Opportunity Center	
14.	Get benefits if lost a job	Job Opportunity Center	
15.	Time and temperature	Time and Temperature in Yellow Pages	

+++ ASSIGNMENT SHEET #5 - USE THE TELETRAINER

+++ With your teacher's supervision, play the following roles:

1. Small child call mother and see if a friend can eat supper with the family.
2. House is on fire - call the fire department.
3. Call the police department - serious car accident.
4. Take a call for brother, Mike. Mike is not home.
5. Get a busy signal.
6. Call to get a babysitter.
7. You have a wrong number.
8. Invite a friend to a party.
9. Call the movie theater - see what time the movie begins.
10. Call a friend who has been ill.
11. Get an assignment for homework.
12. A friend had called you earlier when you were gone - return the call.
13. Ask for a date.
14. Call a Sporting Goods Shop to see if they have an item you want to buy.
15. +++ Look in a mirror. Practice answering the telephone.
    ANSWER WITH A SMILE.

TELEPHONE TECHNIQUES
UNIT VI

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1

2:30 p.m.
5-13

Amy,

Call Jill at 797-1489 after 4:00 p.m.

(Your name)

9:30 a.m.
5-17

David,

Melissa called. She said she will sell you the yellow Honda for $2,000 if you will take it before Saturday.

(Your name)

10:30 a.m.
12-14

Jane,

David called. He wants to know if you will be at the Christmas party at Grandmother's house on December 20 at 7:30 p.m.

(Your name)

1:30 p.m.
12-17

Dylan,

Jane called. She said there will be a party at Grandmother's house on December 20 at 7:30 p.m. If you can get a flight out of Denver by then, call David.

(Your name)

4:00 p.m.
1-8

Melissa and Amy,

Jill called. She was sorry she did not call last week. She was too busy getting ready for the big New Year's party. She hopes you both had fun at the New Year's party in Lubbock, Texas. She had live music at her party. She said call or write soon.

(Your name)

Assignment Sheet #2

Date	Person Called	Name of Company & Number Called	City	State	Time Called	Who Placed The Call
5-9	Carol Rogers	913-232-5523 Emporia State Univ.	Emporia	KS	8:00 a.m.	Clement
5-17	B.J.Gowen	913-251-1900 East Jr. High	Leavenworth	KS	8:30 a.m.	Clement
5-21	Peggy Holmes	806-332-6000 Texas Tech. Univ.	Lubbock	TX	10:00a.m.	Clement
5-24	David Rogers	303-222-1140 Belong-Rogers	Denver	CO	2:30p.m.	Clement
5-24	Terry Holmes	316-251-2700 SEK Vo-Tech School	Coffeyville	KS	4:30p.m.	Clement

Assignment Sheet #3

Local Numbers

Assignment Sheet #4

Local Numbers

PROGRESS SHEET

UNIT VI

GOAL - A GRADE OF SATISFACTORY

UNIT VI	Date Completed	Incomplete	SATISFACTORY
Assignment Sheet #1 -- Take a Message			
Assignment Sheet #2 -- Keeping a Record of Long Distance Calls Made			
Assignment Sheet #3 -- Make Your Own Emergency List of Important Telephone Numbers			
Assignment Sheet #4 -- Use Your Local Phone Book			
Assignment Sheet #5 -- Use the Teletrainer			

FILING AND REFERENCE MATERIAL
UNIT VII

MAIN GOAL

FILING

SPECIAL GOALS

After finishing this unit, you will be able to:

1. File alphabetically.
2. File new material in the front of the folder.
3. Find material in the files.
4. File receipts and invoices.
5. Keep work-to-be-done in a desk tray or wire basket.

FILING AND REFERENCE MATERIAL
UNIT VII

SUGGESTED ACTIVITIES

I. Instructor:

A. Talk about main goal and special goals.

B. Read information sheet to the student.

C. Make transparencies to emphasize instructional material.

D. Give student assignment sheets as needed. Encourage working on plain paper to get information before copying it on the assignment sheets.

E. Help student as needed.

F. Evaluate with the words satisfactory and incomplete. If work is not satisfactory, have the student begin again, repeat same process until a satisfactory mark can be given.

II. Student:

A. Read goals once.

B. Listen to cassette tape and read goals again for directions.

C. Study by reading the information sheet.

D. Listen to cassette tape and read information sheet again for help in learning.

E. Complete each assignment sheet. Listen to cassette tape for directions.

F. When you do the work correctly, you will receive a satisfactory rating at the end of each assignment sheet.

G. Keep the satisfactory sheets for further reference.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

A. Goals

B. Information Sheets

C. Assignment Sheets
   1. Assignment Sheet #1 - Subject Filing
   2. Assignment Sheet #2 - Filing by Months
   3. Assignment Sheet #3 - Names in Alphabetical Order
D. Answers to Assignment Sheets
E. Check-Up
F. Answers to Check-Up
G. Progress Sheet

FILING AND REFERENCE MATERIAL
UNIT VII

INFORMATION SHEET

1. Alphabet - The a, b, c's.
2. File - To place in order.
3. Reference Material - Important business papers or records.
4. File Cabinet - Office furniture used for keeping reference material.
5. File Folder - A folder cover made of heavy paper which holds loose papers.
6. Desk Tray or Basket - Holds work-to-be-done.

File Cabinet

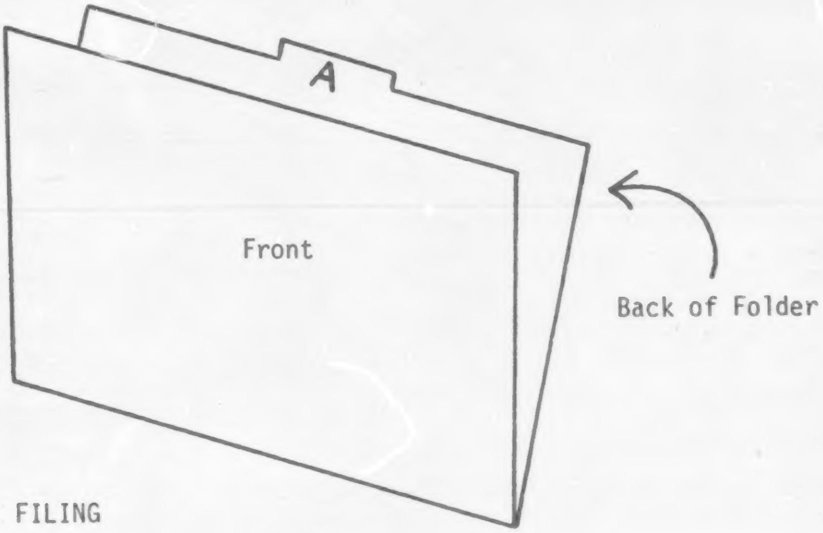
FILING AND REFERENCE MATERIAL

You know the alphabet.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

The reason material is filed is so that anyone can look and FIND IT.

1. A file cabinet has 26 file folders with a letter of the alphabet on each folder arranged in alphabetical order.
2. Material is filed according to the name of the company.
3. Place new material in the front of the folder.



SIMPLE FILING

1. On January 1, a letter was filed away in folder "A".
2. On January 10, a letter was filed in the front of the same folder - on top of the January 1 letter.

Place new material in the front of the folder.

This is a simple way to file and to find the material again.

ASSIGNMENT SHEET #1 - SUBJECT FILING

Sometimes papers are filed by subject. The folders are placed in order alphabetically.

Example: School subjects

+++ Below are five file folders. Print the name of the five subjects on each folder. Place the names in alphabetical order.

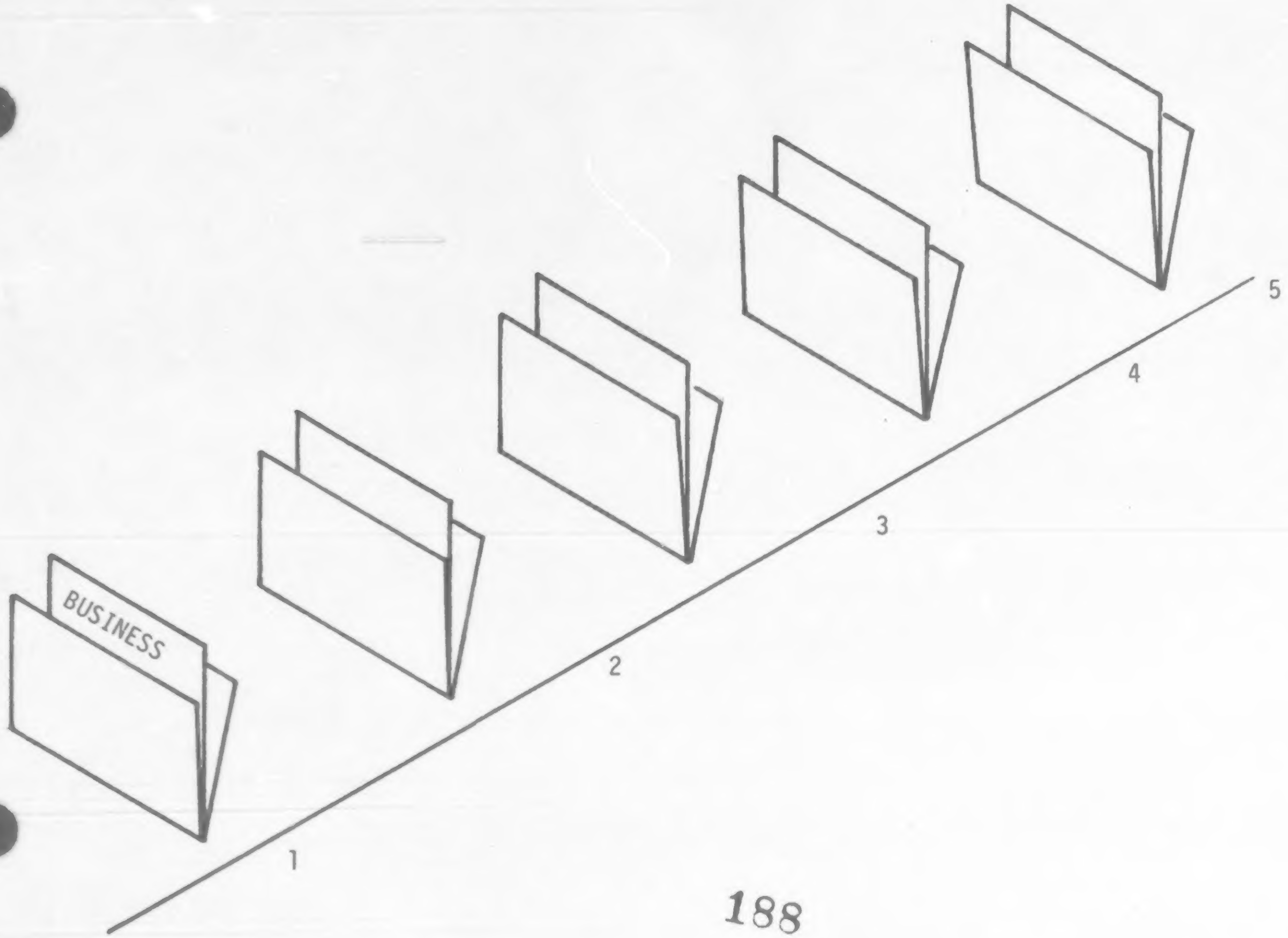
ENGLISH

MATH

BUSINESS

SCIENCE

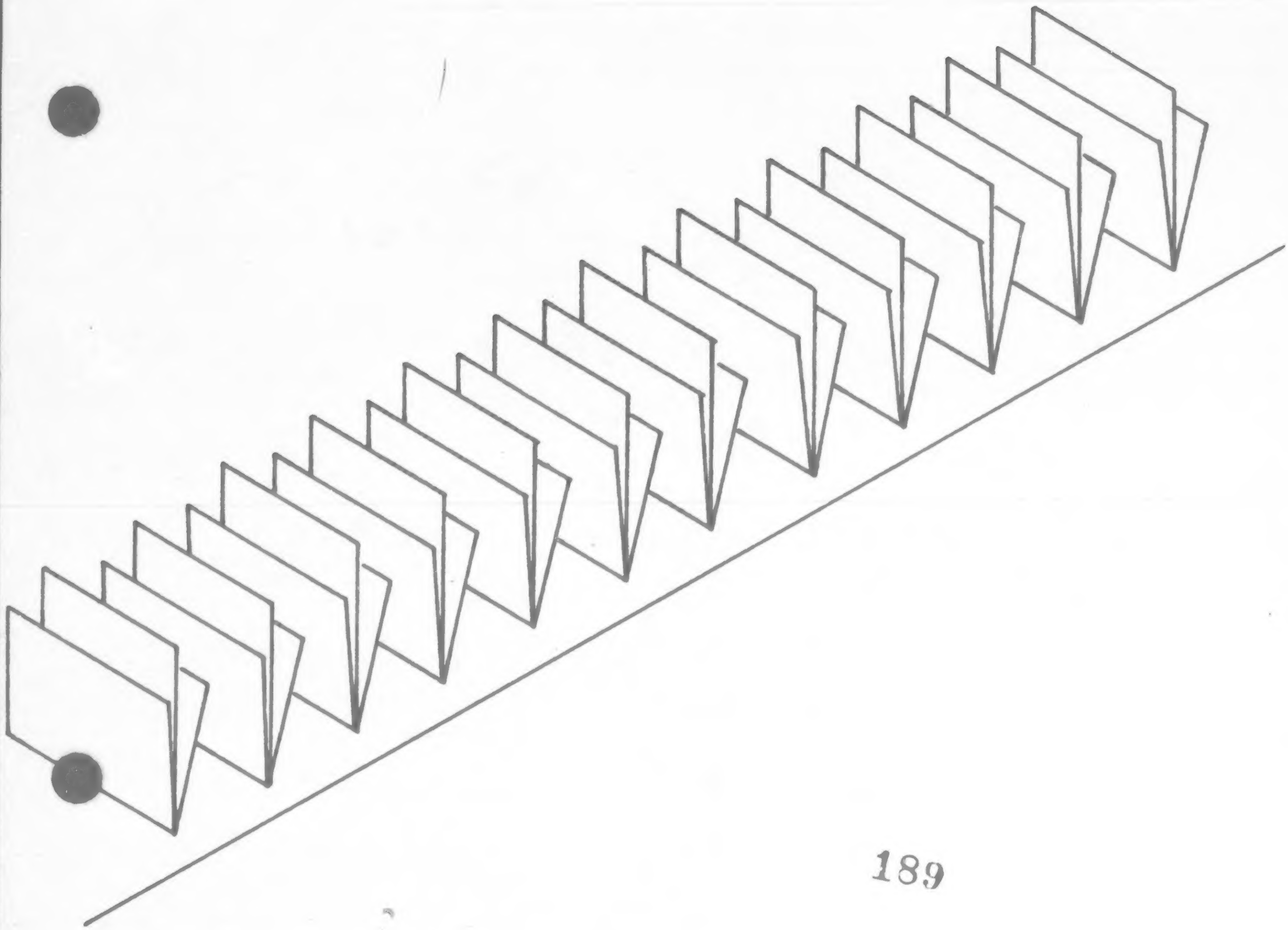
HISTORY



ASSIGNMENT SHEET # 2 - FILING BY MONTHS

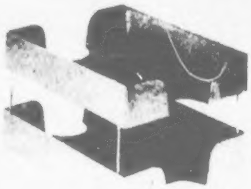
Sometimes papers are filed in folders by months.

+++ Below are 12 folders. Print the names of the months on each folder. Place the names in order by months.



FILING WORK-TO-BE-DONE

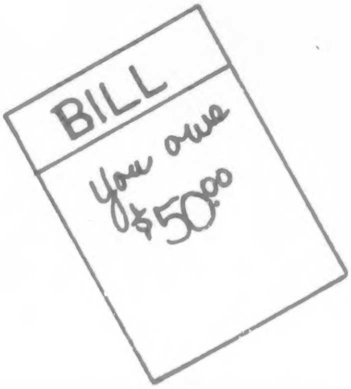
Use a desk tray or basket for current papers you NEED NOW. They can be placed in a wire basket or a folder where you can find them today or tomorrow.



Two desk trays

MATERIAL TO FILE

Keep all receipts and invoices. You may need to prove that you paid a bill if a company sends you another statement.



TELEPHONE BOOKS

The alphabet is very important in everything we do.

1. White Pages - are listed alphabetical by last name, then first name and middle initial.
2. Yellow Pages - are listed alphabetical by the kind of business, then by the name of the company. Example: Plumbing is the name of the business. Find plumbing; then look for names of plumbing businesses.

FILING AND REFERENCE MATERIAL
UNIT VII

ASSIGNMENT SHEET #3 - NAMES IN ALPHABETICAL ORDER

When placing words or names in alphabetical order, look at the first letter. If the first letter of the two words are the same, then look at the second letter. If the first two letters are the same, look at the third letter.

Below are names in groups of three. Look at the example which is in alphabetical order.

Example:	Terry Holmes	In order:	Holmes, Melissa
	Peggy Holmes		Holmes, Peggy
	Melissa Holmes		Holmes, Terry

+++ Place the names in alphabetical order:

1.	Carol Rogers	In order:	Rogers, ________
	Jill Rogers		Rogers, ________
	David Rogers		Rogers, ________
	Dylan Rogers		Rogers, ________
2.	B. J. Gowen	In order:	Gowen, ________
	Jane Gowen		Gowen, ________
	David Gowen		Gowen, ________
	Amy Gowen		Gowen, ________
3.	Violet Secrest	In order	Secrest, ________
	Sarah Secrest		Secrest, ________
	Charles Secrest		Secrest, ________
4.	John Reed	In order	Reed, ________
	Violet Reed		Reed, ________
	Doris Reed		Reed, ________
	Betty Reed		Reed, ________

FILING AND REFERENCE MATERIAL
UNIT VII

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1

1. Business
2. English
3. History
4. Math
5. Science

Assignment Sheet #2

January
February
March
April
May
June
July
August
September
October
November
December

Assignment Sheet #3

1. Rogers, Carol
   Rogers, David
   Rogers, Dylan
   Rogers, Jill
2. Gowen, Amy
   Gowen, B. J.
   Gowen, David
   Gowen, Jane
3. Secrest, Charles
   Secrest, Sarah
   Secrest, Violet
4. Reed, Betty
   Reed, Doris
   Reed, John
   Reed, Violet

FILING AND REFERENCE MATERIAL
UNIT VII

CHECK-UP

1. Print the alphabet in order.

____

____

____

2. **MATCHING** Place the letter for the correct answer in front of the number.

_____	1.	All filing is done	a.	desk tray
_____	2.	Work to be done is kept	b.	alphabetically
_____	3.	Office furniture	c.	file folder
_____	4.	New material is filed in the folder	d.	front of folder
_____	5.	Heavy paper cover that holds loose paper	e.	file cabinet

FILING AND REFERENCE MATERIAL
UNIT VII

ANSWERS TO CHECK-UP

1. A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z

2. Matching

   __b__ 1.

   __a__ 2.

   __e__ 3.

   __d__ 4.

   __c__ 5.

PROGRESS SHEET

UNIT VII

GOAL - A Grade of Satisfactory

Unit VII	Date Completed	Incomplete	SATISFACTO
Assignment Sheet #1 -- Subject Filing			
Assignment Sheet #2 -- Filing by Months			
Assignment Sheet #3 -- Names in Alphabetical Order			

THE USE OF MONEY
UNIT VIII

MAIN GOAL

SPENDING MONEY

SPECIAL GOALS

After finishing this unit, you will be able to:

1. Write receipts.
2. Add, subtract, multiply, divide, and keep decimal point straight.
3. Figure state sales tax.
4. Total a drive-in restaurant bill.
5. Check the change received after making a purchase.
6. Figure the price of sale items.
7. Figure the cost of grocery items.
8. Figure the discount on sale items.
9. Figure gas mileage.
10. Keep extra coins for needs.
11. Wrap money.

THE USE OF MONEY
UNIT VIII

SUGGESTED ACTIVITIES

I. Instructor:

   A. Talk about main goal and special goals.

   B. Read information sheet to the student.

   C. Make transparencies to emphasize instructional material.

   D. Give student assignment sheets as needed. Encourage working on plain paper to get information before copying it on the assignment sheet.

   E. Help student as needed.

   F. Evaluate with the words satisfactory and incomplete. If work is not satisfactory, have the student begin again, repeat same process until a satisfactory mark can be given.

II. Student:

   A. Read goals once.

   B. Listen to cassette tape and read goals again for directions.

   C. Study by reading the information sheet.

   D. Listen to cassette tape and read information sheet again for help in learning.

   E. Complete each assignment sheet. Listen to cassette tape for directions.

   F. When you do the work correctly, you will receive a satisfactory rating at the end of each assignment sheet.

   G. Keep the satisfactory sheets for further reference.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

   A. Goals

   B. Information Sheets

C. Assignment Sheets
  1. Assignment Sheet #1 - Collect Money and Give Receipts
  2. Assignment Sheet #2 - Figuring Money
  3. Assignment Sheet #3 - Making Change
  4. Assignment Sheet #4 - Buying Groceries
  5. Assignment Sheet #5 - Discount Prices
  6. Assignment Sheet #6 - Twenty-Five Percent Off

D. Answers to Assignment Sheets

E. Progress Sheet

THE USE OF MONEY
UNIT VIII

INFORMATION SHEET

1. Receipt -- Proof that money was paid.

2. Vending machine -- You receive items of your choice when you put in the correct amount of coins.

3. Gas mileage -- The number of miles per gallon your car will get on a gallon of gas.

4. Sales tax -- Each state charges state sales tax on items you buy. Each state uses a different percentage.

5. Sale item -- An item is advertised by a store at a lower price than the regular price.

6. Money wrappers -- Are paper rolls that are provided free by the bank. When large amounts of coins are counted, they are wrapped for easy handling.

THE USE OF MONEY
UNIT VIII

RECEIPTS

1. If a receipt is not given to you when money "changes hands", ask and one will be given to you.
2. Most of the time you receive a cash register receipt.
3. Many times you receive a written receipt.

EXAMPLE:

RECEIPT

No. 12

Date July 2 1980

RECEIVED FROM Jill Rogers

Twenty-five and $\frac{no}{100}$ DOLLARS $\$25^{00}$

FOR Swimming Lessons

Gary E. Thomas

4. The receipt is always signed by the person who accepted the money. This is proof that you paid the money.

SAVE THE RECEIPT

THE USE OF MONEY
UNIT VIII

ASSIGNMENT SHEET #1 - COLLECT MONEY AND GIVE RECEIPTS

You work in a school. You collect money. You write receipts.

TODAY YOU COLLECTED:

1. $15.00 from Carol Rogers for school fees.
2. $3.00 from Melissa Holmes for art supplies.
3. $15.00 from B. J. Gowen for school fees.
4. $5.00 from Jill Rogers for a lost book.
5. $150.00 from Mrs. Holmes, dance sponsor, for dance tickets.

+++ WRITE THE RECEIPTS. WRITE YOUR SIGNATURE ON EACH RECEIPT.

No. 1

DATE__________198____

RECEIVED FROM______________________________

______________________________DOLLARS $__________

FOR______________________________

____

No.__________

DATE__________198____

RECEIVED FROM______________________________

______________________________DOLLARS $__________

FOR______________________________

____

ASSIGNMENT SHEET #1

No.______

DATE__________198__

RECEIVED FROM____

________________________________DOLLARS $__________

FOR____

____

No.______

DATE__________198__

RECEIVED FROM____

________________________________DOLLARS $__________

FOR____

____

No.______

DATE__________198__

RECEIVED FROM____

________________________________DOLLARS $__________

FOR____

____

THE USE OF MONEY
UNIT VIII

ASSIGNMENT SHEET #2 - FIGURING MONEY

Adding and subtracting is important!!

Keep decimal point in correct place. +++ Find the answers.

Review of Addition

1. $7.00
3.00
3.00
5.00

2. $12.00
20.00
15.00

3. $10.00
3.50
2.25

4. $32.40
6.00

5. $145.00
14.70

6. $2.50
9.89

7. $17.00
18.49
17.72

8. $ .24
.32
.18

9. $5.00
5.00
5.00
5.00
5.00

Review of Subtraction

10. $17.42
-10.40

11. $1.89
-.50

12. $634.98
-12.26

13. $2,789.98
-170.14

14. $466.76
-12.25

When you buy something, you are told how much to pay.

1. Check the price before you pay to know how much money you will need.
2. Check the ticket after you pay to see if you were charged correctly.
3. Know how much sales tax you pay in your state.

How to Figure Tax

You want to buy a pair of shoes. The sales tax is 3%.

3% = .03

FIGURE THE TOTAL COST

$$\begin{array}{rl} \$18.00 & \text{Shoes} \\ \underline{\times\ .03} & 3\%\ \text{tax} \\ .5400 & \end{array}$$

Move the decimal over in the answer

4 places -- because -- there are

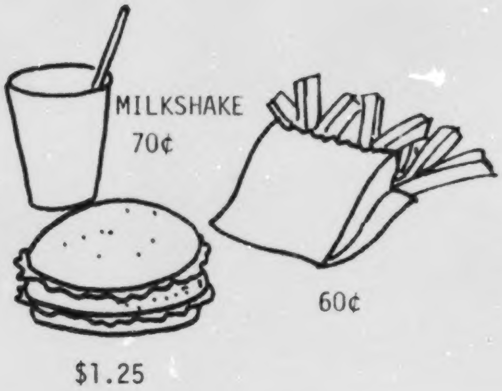
4 places in the problem.

$$\begin{array}{rl} \$18.00 & \text{shoes} \\ \underline{+\ .54} & \text{tax} \\ \$18.54 & \text{Total price of shoes} \end{array}$$

REMEMBER - .5400 was the tax
You dropped the two zeros.
The tax was .54.

If the third number to the right had been 5 or more, you would have added on one. So, .5450 would become .55.

ASSIGNMENT SHEET #3 - Making Change



+++ 1.
You go to a drive-in restaurant and order:

1 cheeseburger	$1.25
1 order of fries	.60
1 drink	.45
	2.30
	x.03 tax
	$

You pay with $3.00.
How much change will you receive? $ ____________

+++ 2.
You buy 2 cheeseburgers ____________
1 order of fries ____________
1 milkshake ____________
____
Add tax ____________
Total ____________

You pay with a $5.00 bill.

How much change will you receive? $ ____________

+++ 3.

TODAY YOU WILL GET MORE FOR YOUR MONEY -- there is a half-price sale. (Divide by 2 to find the answer.)

You buy 1 cheeseburger @ $1.30 = half-price ______

1 fries @ .60 = half-price ______

1 milkshake @ .70 = half-price ______

$ ______

Add tax + ______

TOTAL $ ______

You pay with a $10.00 bill.

How much change will you receive? ______

+++ 4.

BUYING MEAT

You want to buy ½ lb. of hamburger meat which is

Keep the decimal point straight and divide $1.50 by 2.

2 | $1.50

How much is ½ pound of hamburger? $ ______

You plan to have a party. You will charcoal hamburgers for your friends. You will need 5 lbs. of hamburger meat.

You will multiply $1.50 to get the answer. Count off the number of decimal points in the problem.

$1.50 per lb.
x ______
$ ______
+ ______ Add sales tax.
$ ______

How much is 5 pounds of hamberger? $ ______

ASSIGNMENT SHEET #4 - BUYING GROCERIES

+++ Add the prices. Keep the decimal point straight.

Eggs ____________________

Shortening ____________________

Bananas ____________________

Catsup ____________________

Pop ____________________

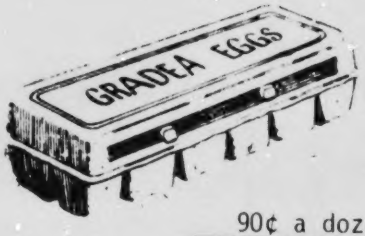
Green Beans ____________________

Corn ____________________

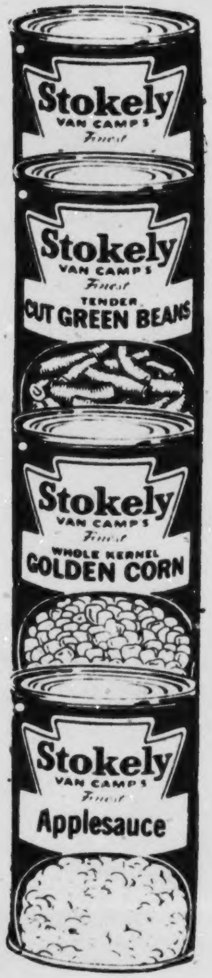
$

Add 3% tax ________ + ____________

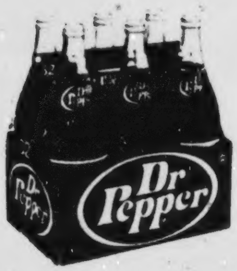
TOTAL ____________________



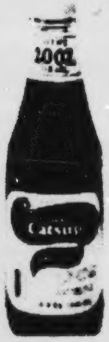
90¢ a dozen



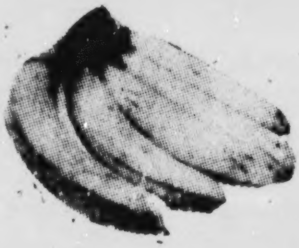
35¢ a can



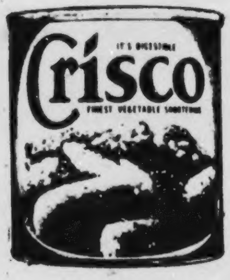
$2.50



58¢



3 lbs. 98¢

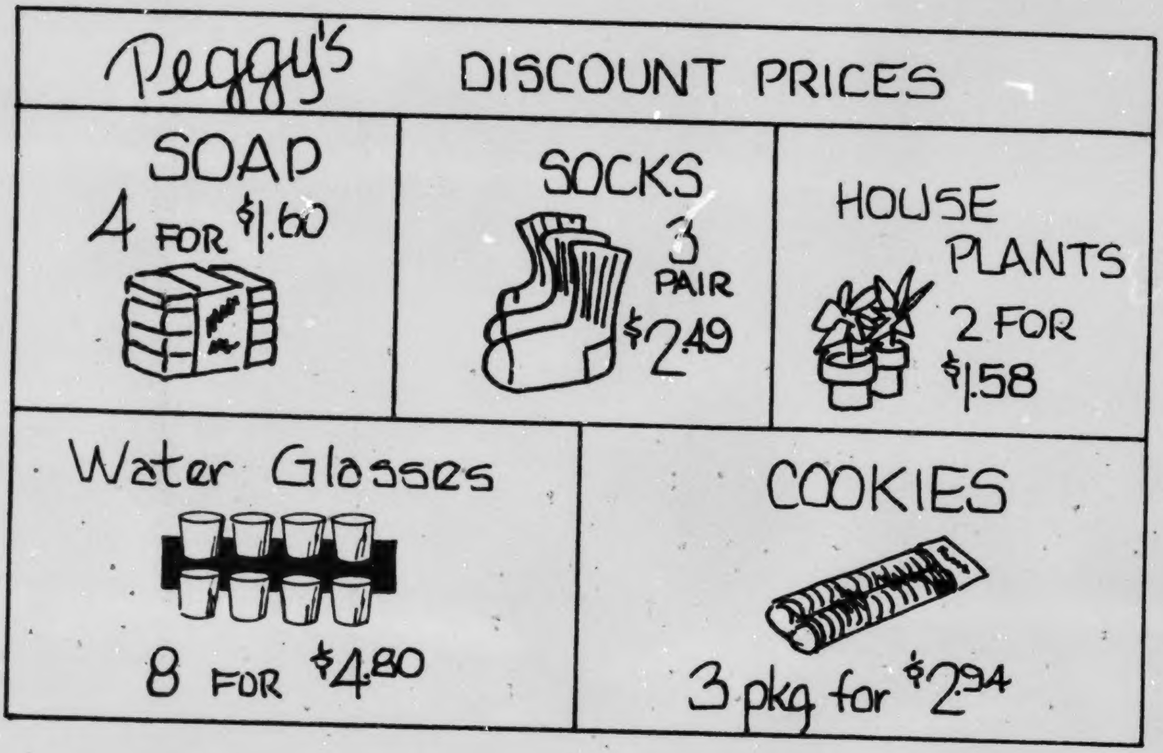


3 lbs. $2.50

ASSIGNMENT SHEET #5 - DISCOUNT PRICES

Divide. Keep the decimal point straight.

+++ You go to Peggy's Discount Store and buy one of each item on sale.



+++ Add the items:

1 soap ________

1 pr. socks ________

1 glass ________

1 plant ________

1 pkg. cookies ________

$

Add tax ________ +

TOTAL $

ASSIGNMENT SHEET #6 - 25% OFF

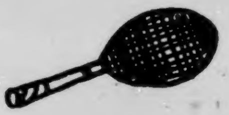
ALL ITEMS WILL BE SOLD 25% OFF THE REGULAR PRICE

+++ Figure the sale price for each item.

1.

Regular $6.00
25% off -1.50
Sale price 4.50

2.

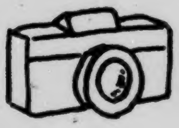


Regular $20.00
25% off ________
Sale price ________

3.

Regular $12.00
25% off ________
Sale price ________

4.



Regular $98.00
25% off ________
Sale price ________

5.

Regular $26.50

25% off ______

Sale price ______

6.

Regular $13.00

25% off ______

Sale price ______

7.

Regular $7.50

25% off ______

Sale price ______

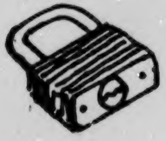
8.

Regular $150.00

25% off ______

Sale price ______

9.



Regular $1.75

25% off ______

Sale price ______

10.

Regular $3.50

25% off ______

Sale price ______

THE USE OF MONEY
UNIT VIII

COIN-OPERATED MACHINES

1. Vending Machines

Vending machines have food and drink, laundry soap, candy, paper towels at the car wash, and the car wash itself.

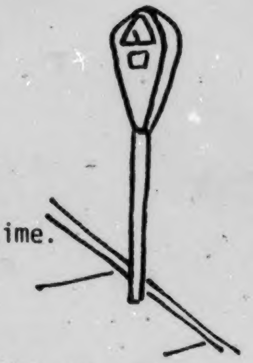
Coins needed for vending machines are quarters - 25¢
dimes - 10¢
nickels - 5¢

BE PREPARED

2. Parking Meters

Read carefully on each meter. Some use 1¢
5¢
10¢
25¢

Use as directed so that the meter will register the time.



3. Stamp Machines

Read carefully on the machine for the kind of stamps and the amount of money needed.

4. Coin-Operated Telephones

You will need a small amount of change to make a local call. If you make a long distance call, you will need change amounting to several dollars.

5. Tips at Restaurants

You are prepared when you carry change.

6. Laundries

The washers and dryers are coin-operated machines.

7. Pop Machines

You are prepared when you carry change.

NEW COIN -- July 2, 1979, the Anthony Dollar was put in circulation nationwide. It is slightly larger than a quarter. It will work in some vending machines.

THE USE OF MONEY
UNIT VIII

FIGURE GASOLINE MILEAGE

(Miles Per Gallon)

Gasoline costs money.

1. Have a full tank of gas before the trip.

2. Write down the speedometer reading before the trip and again at the end of the trip.

End of Trip - 67600

Start of Trip - 67000

600 - number of miles traveled

3. Subtract - get the number of miles traveled.

4. Fill the gas tank again. Write how many gallons were needed to fill the tank.

25 gallons purchased

5. Divide the gallons into the miles traveled. You will get the miles per gallon that the car used.

$$\begin{array}{r|l} & 24 \text{ mpg (miles per gallon)} \\ \hline \text{(gal.) } 25 & 600 \quad \text{(miles traveled)} \end{array}$$

6. Sometimes the car can be "tuned-up" to get better gas mileage. You will save money by getting better gas mileage.

CHECK THE GAS MILEAGE OFTEN

THE USE OF MONEY
UNIT VIII

COUNTING MONEY

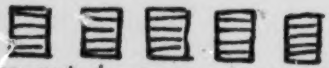
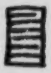
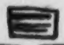
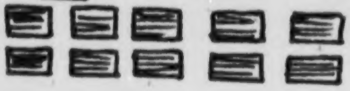
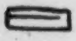
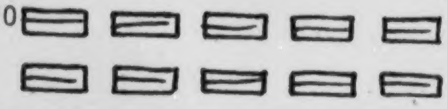
1. Each person counts money as quickly as they can. Being accurate is very important.

2. As coins are counted, stacks of coins are placed in a certain order.

3. The coins and currency (paper money) should total with receipts for a deposit. If the money and the receipts do not come out as they should, the money can be recounted. Another person may be asked to count the money to look for a mistake.

   Recounting is easy when the coins are in stacks.

Examples:

PENNIES - 1¢	Placed in stacks of 10 = 10¢	
	Placed in rows of 5 = 50¢	
	Later the 50¢ or 50 pennies are put in a money wrapper.	
NICKELS - 5¢	Placed in stacks of 10 = 50¢	
	Placed in 4 stacks close together = $2.00	
DIMES - 10¢	Placed in stacks of 10 = $1	
	Placed in rows of 5 = $5	
QUARTERS - 25¢	Placed in stacks of 4 = $1	
	Placed in rows of 10 = $10	
HALVES - 50¢	Placed in stacks of 2 - $1	
	Placed in rows of 10 - $10	

THE USE OF MONEY
UNIT VIII

MONEY WRAPPERS

Money wrappers are furnished free by the banks.

COUNT MONEY, check it, wrap it.
Coins that are wrapped are easy to handle. The bank will count the rolls of money when you make a deposit.

ROLL OF PENNIES 50¢

50¢
PENNIES

ROLL OF NICKELS $2.00

$2
NICKELS

ROLL OF DIMES $5.00

$5
DIMES

ROLL OF QUARTERS $10.00

$10
QUARTERS

ROLL OF HALVES $10.00

$10
HALVES

THE USE OF MONEY
UNIT VIII

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1

No. 1

DATE (today) 198

RECEIVED FROM Carol Rogers

Fifteen and no/100 ------------------------DOLLARS $15.00

FOR School Fees

(Your name)

No. 2

DATE (today) 198

RECEIVED FROM Melissa Holmes

Three and no/100 ---------------------------DOLLARS $3.00

FOR Art Supplies

(Your name)

No. 3

DATE (today) 198

RECEIVED FROM B. J. Gowen

Fifteen and no/100 ----------------------DOLLARS $15.00

FOR School Fees

(Your name)

No. 4

DATE (today) 198

RECEIVED FROM Jill Rogers

Five and no/100 --------------------------DOLLARS $5.00

FOR Lost Book

(Your name)

No. 5

DATE (today) 198

RECEIVED FROM Mrs. Holmes

One hundred fifty and no/100 -------------DOLLARS $150.00

FOR Dance Tickets

(Your name)

Assignment Sheet #2

ADD 1. $18
2. $47
3. $15.75
4. $38.40
5. $159.70
6. $12.39
7. $53.21
8. $ .74
9. $25.00
SUBTRACT 10. $ 7.02
11. $ 1.39
12. $622.72
13. $2,519.84
14. $454.51

Assignment Sheet #3

1.	Total bill	$2.37	
	Change	$ .63	
2.	2 cheeseburgers		$2.50
	1 fries		.60
	1 milkshake		.70
			$3.80
	Tax		+.11
	Total		$3.91
	Change		$1.09

Half Price

3.	1 cheeseburger	$ .65
	1 fries	.30
	1 milkshake	.35
		$1.30
	Tax	+.04
	Total	$1.34
	Change	$8.66
4.	½ lb. hamburger	.75

$$\begin{array}{lr} & \$1.50 \\ & \times\ 5 \\ \hline & \$7.50 \\ \text{Tax} & +.23 \\ \hline \end{array}$$

Total $7.73

Five pounds of hamburger will cost $7.73

Assignment Sheet #4

Eggs	$ .90
Shortening	2.50
Bananas	.98
Catsup	.58
Pop	2.50
Green Beans	.35
Corn	.35
	$ 8.16
Tax	+.24
Total	$ 8.40

Assignment Sheet #5

1 soap	$ .40
1 pr. socks	.83
1 glass	.60
1 plant	.79
1 pkg. cookies	.98
	$3.60
Tax	+.11
Total	$3.71

Assignment Sheet #6

1. $6.00
-1.50
$4.50

2. $20.00
-5.00
$15.00

3. $12.00
-3.00
$ 9.00

4. $98.00
-24.50
$73.50

5. $26.50
-6.63
$19.87

6. $18.00
-4.50
$13.50

7. $\begin{array}{r} \$7.50 \\ \underline{-1.88} \\ \$5.62 \end{array}$

8. $\begin{array}{r} \$150.00 \\ \underline{-37.50} \\ \$112.50 \end{array}$

9. $\begin{array}{r} \$\ \ 1.75 \\ \underline{-\ .44} \\ \$\ \ 1.31 \end{array}$

10. $\begin{array}{r} \$\ \ 3.50 \\ \underline{-.88} \\ \$\ \ 2.62 \end{array}$

PROGRESS SHEET

UNIT VIII

GOAL- A GRADE OF SATISFACTORY

Unit VIII	Date Completed	Incomplete	SATISFACTORY
Assignment Sheet #1 -- Collect Money and Give Receipts			
Assignment Sheet #2 -- Figuring Money			
Assignment Sheet #3 -- Making Change			
Assignment Sheet #4 -- Buying Groceries			
Assignment Sheet #5 -- Discount Prices			
Assignment Sheet #6 -- 25% Off			

JOB-RELATED ACTIVITIES
UNIT IX

MAIN GOAL

UNDERSTAND DIRECTIONS

SPECIAL GOALS

After finishing this unit, you will be able to:

1. Locate north, south, east, and west on a map.
2. Obtain a local city map.
3. Draw a neighborhood map.
4. Figure miles between cities.
5. Complete a change of address card
    a. To the postmaster.
    b. To all people who will send you mail.
6. Weigh and mail first class letters.
7. Mail book-rate packages.
8. Read and follow safety signs.
9. Follow directions while taking a test.
10. Complete Federal Income Tax 1040A information.
11. Write memorandums (memos).
12. Make material for bulletin boards.
13. Conduct a business meeting.

JOB-RELATED ACTIVITIES
UNIT IX

SUGGESTED ACTIVITIES

I. Instructor:

A. Talk about main goal and special goals.

B. Read information sheet to the student.

C. Make transparencies to emphasize instructional material.

D. Give student assignment sheets as needed. Encourage working on plain paper to get information before copying it on the assignment sheets.

E. Help student as needed.

F. Evaluate with the words satisfactory and incomplete. If work is not satisfactory, have the student begin again, repeat same process until a satisfactory mark can be given.

II. Student:

A. Read goals once.

B. Listen to cassette tape and read goals again for directions.

C. Study by reading the information sheet.

D. Listen to cassette tape and read information sheet again for help in learning.

E. Complete each assignment sheet. Listen to cassette tape for directions.

F. When you do the work correctly, you will receive a satisfactory rating at the end of each assignment sheet.

G. Keep the satisfactory sheets for further reference.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

A. Goals

B. Information Sheets

C. Transparency Masters

TM 1 -- A State Map

TM 2 -- Bulletin Board

D. Assignment Sheets

1. Assignment Sheet #1 -- Count The Blocks From Your House To School
2. Assignment Sheet #2 -- Local City Maps
3. Assignment Sheet #3 -- Reading a Map
4. Assignment Sheet #4 -- Change of Address Card
5. Assignment Sheet #5 -- Memo
6. Assignment Sheet #6 -- Bulletin Boards
7. Assignment Sheet #7 -- Order of Business

E. Answers to Assignment Sheets

F. Check-up

G. Answers to Check-up

H. Progress Sheet

JOB-RELATED ACTIVITIES
UNIT IX

INFORMATION SHEET

1. Spouse -- The person to whom you are married.

2. Occupation -- The job you do. Print your occupation where it is listed.

3. Filing status -- Check only ONE box when filing your income tax.

4. IRS -- Internal Revenue Service

5. W-2 Form -- Your employer will list wages, federal tax withheld, state tax withheld, social security tax withheld and give to you before you figure your income tax.

6. RSVP -- Means "Answer if you please", saying "Yes, I will be there" or "No, I will not be able to attend."

JOB-RELATED ACTIVITIES
UNIT IX

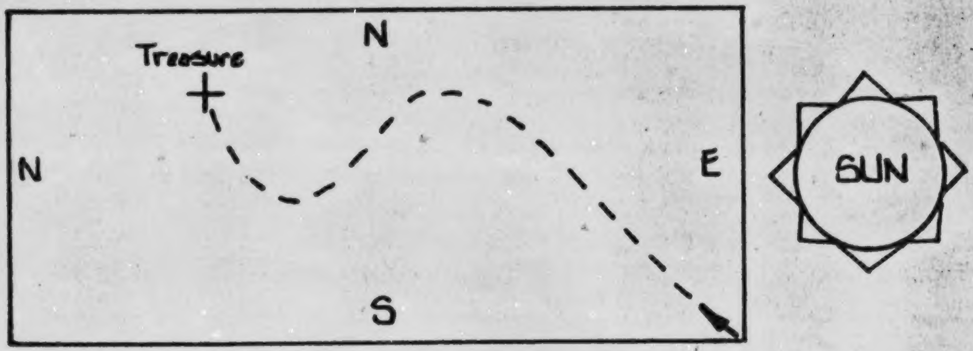
HIGHWAY ROAD MAPS

1. Where to get a map?

   Service stations and truck stops
   Motels
   Banks

   Some maps are free. There is a small charge for some maps.

2. To learn to read a map, first look for north. North is at the top of the map.



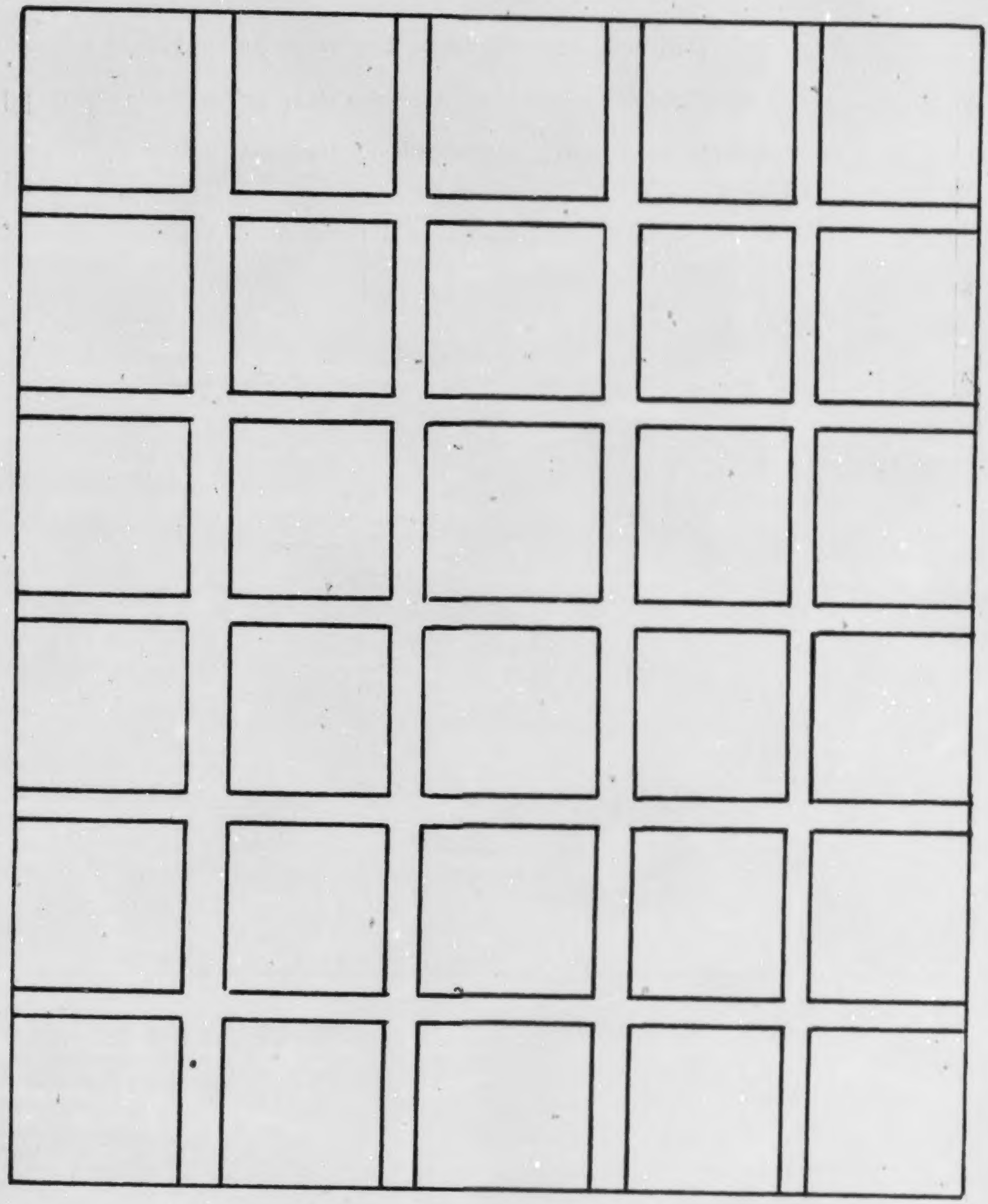
   You can find north in the early morning by facing the sun. The sun comes up in the east. Face the east. Hold out your arms. Your left hand is pointing to the north. Your right hand is pointing to the south. Your back is to the west.

3. All major highways running north and south have odd numbered highway numbers. I35, I25 are called interstate highways. Other highways are 75, 169, and 69.

4. All major highways running east and west have even numbered highway numbers. I70 and I40 are called interstate highways. Other highways are 66 and 166.

ASSIGNMENT SHEET #1 - Count the blocks from your house to school.

1. Look at the blocks which represent your neighborhood. Mark on the map your house and your school. Draw a line showing how to go from your house to your school. You may turn the map sideways if you want. Mark N for north, S for south, W for west, and E for east.



ASSIGNMENT SHEET #2

Local City Maps

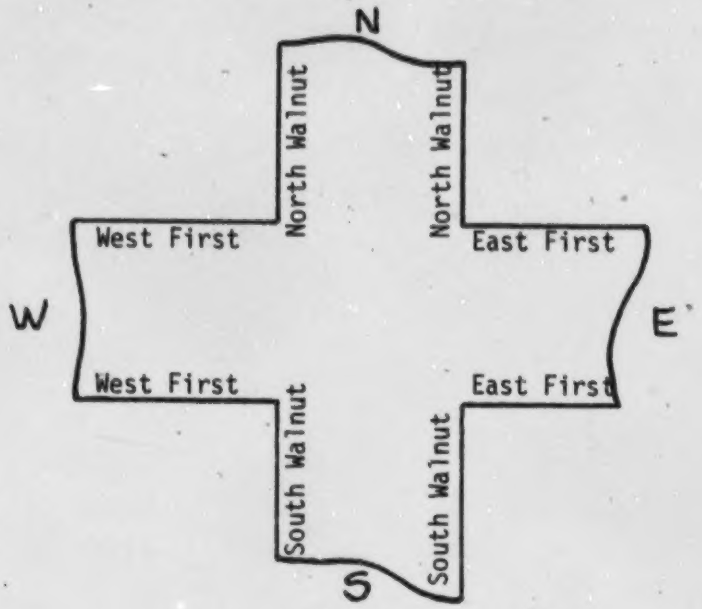
1. Where to get a city map?

   Service Stations and Truck Stops
   Banks
   Real Estate Offices
   Chamber of Commerce
   Telephone Directory

2. A street going north and south divides your city addresses.

   A street going east and west divides your city addresses.

+++ Locate the intersection where these two streets meets.



Many years ago these two streets were chosen to divide up your city.
This will NOT change.

+++ 1. Write the names of the two streets on your local map that divide the city.

____________________ ____________________

+++ 2. Mark a circle on the city map where your home is located.

+++ 3. Mark a circle on the city map where your school is located.

ASSIGNMENT SHEET #2

+++ 4. Locate on the city map the following places and draw a circle:

Where you shop for groceries

Where you work

The hospital

A railroad, if any

A park or recreation area, if any

The main street that runs north and south and divides the city

The main street that runs east and west and divides the city

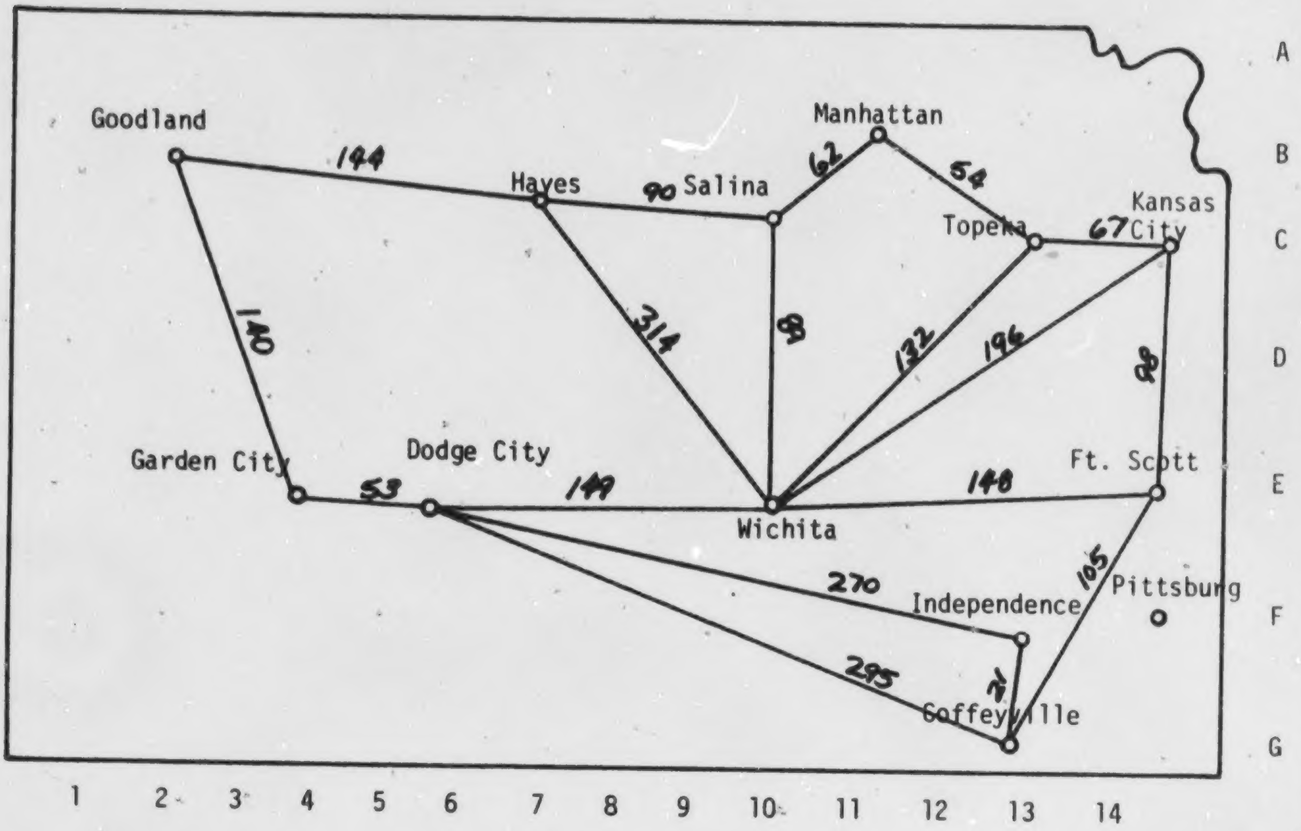
Your doctor's office

The nearest fire department

A STATE MAP

On a state map, you can locate the capitol of that state.

Below is a map of Kansas. The capitol of Kansas is Topeka, Kansas.



ASSIGNMENT SHEET #3 - READING A MAP

1. Look at the map of Kansas. Write the answers.
2. Which direction is Salina from Wichita? ____________________
3. Which direction is Goodland from Hayes? ____________________
4. Which direction is Kansas City from Topeka? ____________________
5. Which direction is Coffeyville from Independence? ____________
6. How many miles are between Coffeyville and Independence? ________

See the numbers at the bottom of the map. See the letters at the side of the map. These help you to locate certain cities.

1. What city is located at E-9? ______________________________
2. What city is located at C-14?______________________________
3. What city is located at F-14: ______________________________
4. What city is located at C-12? ______________________________

You travel as part of your job. You keep a record of your miles. Read the map and record your miles.

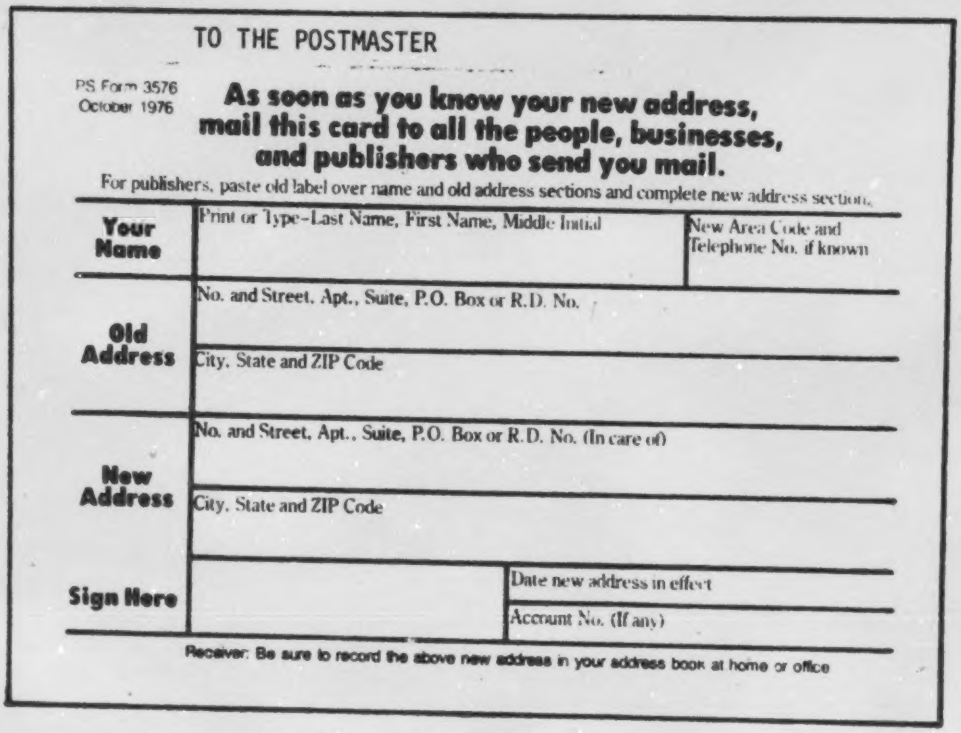
1. Today you drove from Kansas City to Wichita to Dodge City to Garden City and stayed all night. How many miles did you drive?____________
2. After breakfast you left Garden City and drove to Goodland. How far did you drive? ________________________
3. When you left Goodland, you drove many more miles. You went to Hayes, to Wichita, to Salina, to Manhattan, to Topeka, and home to Kansas City. How far did you drive? ____________________
4. Which is farther--from Dodge City to Wichita or from Ft. Scott to Wichita? ____________________________
5. Which is farther--from Coffeyville to Dodge City to Garden City - or from Ft. Scott, to Wichita, to Dodge City, to Garden City? It is close. Check your figures. ________________________________

To read the miles on a map, look for the miles between cities.

ASSIGNMENT SHEET #4 - CHANGE OF ADDRESS CARD

1. Where to get a change of address card? At the post office.

+++ 2. If you are transferred or change jobs, you will need to complete a change of address card. Complete the following information with your old address.



TO THE POSTMASTER

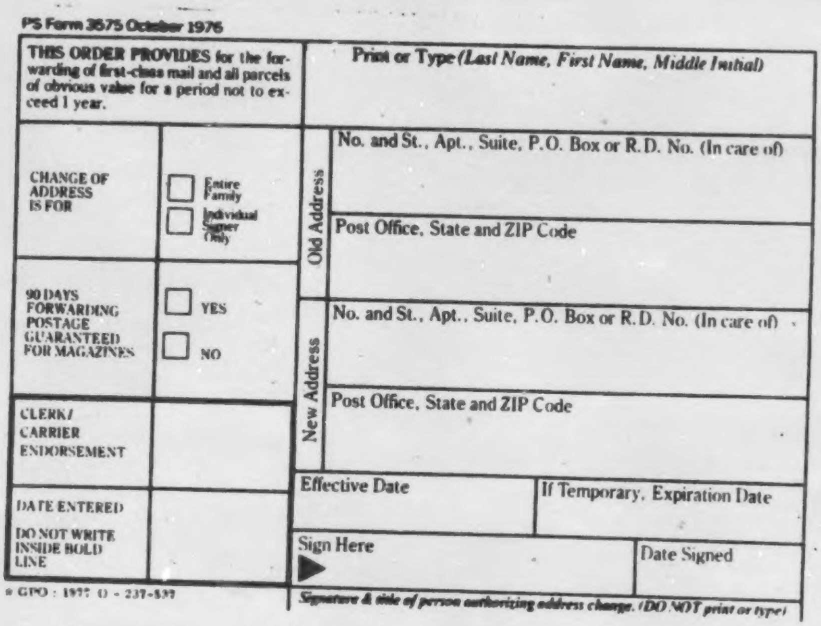
PS Form 3576
October 1976

As soon as you know your new address, mail this card to all the people, businesses, and publishers who send you mail.

For publishers, paste old label over name and old address sections and complete new address section.

Your Name	Print or Type–Last Name, First Name, Middle Initial	New Area Code and Telephone No. if known
Old Address	No. and Street, Apt., Suite, P.O. Box or R.D. No.	
	City, State and ZIP Code	
New Address	No. and Street, Apt., Suite, P.O. Box or R.D. No. (In care of)	
	City, State and ZIP Code	
Sign Here		Date new address in effect
		Account No. (If any)

Receiver: Be sure to record the above new address in your address book at home or office



PS Form 3575 October 1976

THIS ORDER PROVIDES for the forwarding of first-class mail and all parcels of obvious value for a period not to exceed 1 year.		Print or Type *(Last Name, First Name, Middle Initial)*	
CHANGE OF ADDRESS IS FOR	☐ Entire Family ☐ Individual Signer Only	Old Address	No. and St., Apt., Suite, P.O. Box or R.D. No. (In care of)
			Post Office, State and ZIP Code
90 DAYS FORWARDING POSTAGE GUARANTEED FOR MAGAZINES	☐ YES ☐ NO	New Address	No. and St., Apt., Suite, P.O. Box or R.D. No. (In care of)
CLERK/ CARRIER ENDORSEMENT			Post Office, State and ZIP Code
DATE ENTERED DO NOT WRITE INSIDE BOLD LINE		Effective Date	If Temporary, Expiration Date
		Sign Here ▶	Date Signed

* GPO : 1977 O - 237-837

Signature & title of person authorizing address change. (DO NOT print or type)

JOB-RELATED ACTIVITIES
UNIT IX

POSTAL RATES

POSTAL RATES CHANGE. Check with your post office when you have a question.

1. First Class letters are weighed. The charge is one stamp for one ounce.

   If the letter feels heavy, weigh it to see if it needs two stamps.

   The second stamp costs less money than the first stamp.

2. Second Class mail includes newspapers.

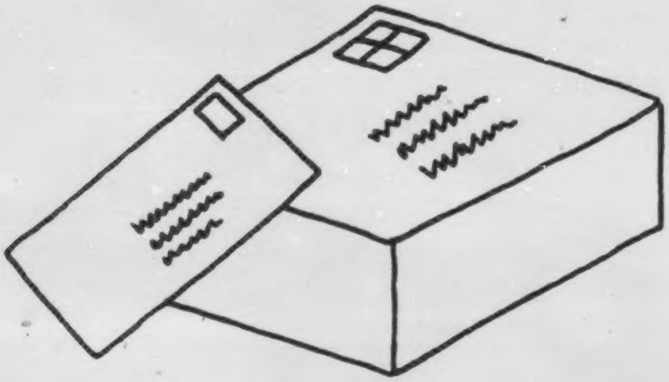
3. Third Class mail weighs 16 oz. or less and includes film and merchandise.

4. Fourth Class mail is called parcel post and weighs 16 oz. and over. The charges are based on rate and distance.

   A Special Fourth Class rate is charged for books. This is called BOOK RATE. No advertising is to be in the books and no letter is to be inside.

5. The five-digit zip code is to speed delivery. So put the zip code on all mail.

6. Keep addresses up-to-date.



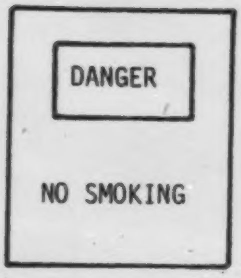
JOB-RELATED ACTIVITIES
UNIT IX

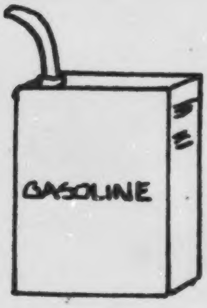
READ AND FOLLOW SAFETY SIGNS

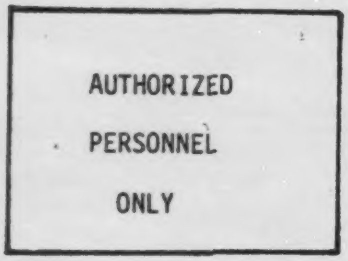
THINK ABOUT SAFETY

DANGER

1. A gasoline can is always red in color.
2. NEVER put anything in a gasoline can except gasoline.







JOB-RELATED ACTIVITIES
UNIT IX

TEST DIRECTIONS

READ INSTRUCTIONS FIRST!!!

1. Special pencil - Some tests read, "Mark with a special pencil". This is because the answer sheet is checked by a machine.

2. True and False

   a. You may be told to mark a "T" for true and "F" for false.
   b. You may be told to circle true or false.

3. Yes or No

   a. You may be told to circle "yes" or "no".
   b. You may be told to write "yes" or "no".

4. Multiple Choice

   Example: __a__ 1. On a map, which way is north?
   a. top of map
   b. left of map
   c. right of map
   d. bottom of map

   a. You may be told to write the correct letter next to the number.
   b. You may be told to circle the correct letter.

5. Matching

Example:				
__b__	1.	North on a map	a.	bottom
__a__	2.	South on a map	b.	top
__c__	3.	East on a map	c.	right

You may be told to write the correct letter next to the number.

6. Fill In The Blank

Example: On a map, north is at the __top_____.
Example: North is at the __top___ of a map.

You will be told to fill in the blank.

JOB-RELATED ACTIVITIES
UNIT IX

INCOME TAX

1. Where to get an income tax form? They are free in the lobby of main banks.

2. 1040A is the easy form to complete.

3. You can pay someone to complete your income tax.

   The Revenue Service provides help free of charge to fill out your income tax forms when you need help.

   You can fill out part of the form yourself, and the Internal Revenue Service will figure the amount of the tax for you.

4. Records you will need

   a. W-2 form from your employer.

      1) Employers are to mail W-2 forms in January. If you do NOT get yours, contact your employer.

   b. Receipts of interest paid.

   c. Receipts of taxes paid.

5. If you paid out quite a bit of interest and had large medical bills, you could fill out the long form. Then you would need receipts for medical bills paid.

6. You will put your SIGNATURE on the income tax return. You are responsible for the information.

7. Mail the return early. If you have a refund coming, you will get it back sooner.

   If you wait until the deadline, it will take longer to get the refund back to you.

JOB-RELATED ACTIVITIES
UNIT IX

ASSIGNMENT SHEET #5 - MEMO

A memo is sent to departments in a company. Sometimes a memo is placed on a bulletin board.

1. A memo is a short message. It says who, what, why, when, and where.

2. Some companies have regular MEMO forms.

Example:

Date: 11-28-198__

To: All Employees

From: B. J. Gowen

Subject: Company Christmas Party

The annual Christmas party will be held Saturday, December 14, in the Recreation Room. Dinner is at 6:00 p.m. Bring a white elephant gift wrapped with your name inside the package. MERRY CHRISTMAS

RSVP by December 13.

+++ 1. Write this meeting on the memo below:

The C. & G. Shoe Company will have a monthly sales meeting at 10:00 a.m. on October 17 at the Midtown Hotel Conference room. Send a memo to Melissa Holmes to notify her of the meeting. Sign your name since the memo is coming from you.

Date:

To:

From:

Subject:

ASSIGNMENT SHEET #5 - MEMO

2. Write a memo. A picnic (what) for the Company Employees (who) will be held July 4 (why) at 5:00 p.m. (when) at the State Park (where). The memo was sent on June 25 to ALL employees.

Date:

To:

From:

Subject:

3. Make up a memo.

Date:

To:

From:

Subject:

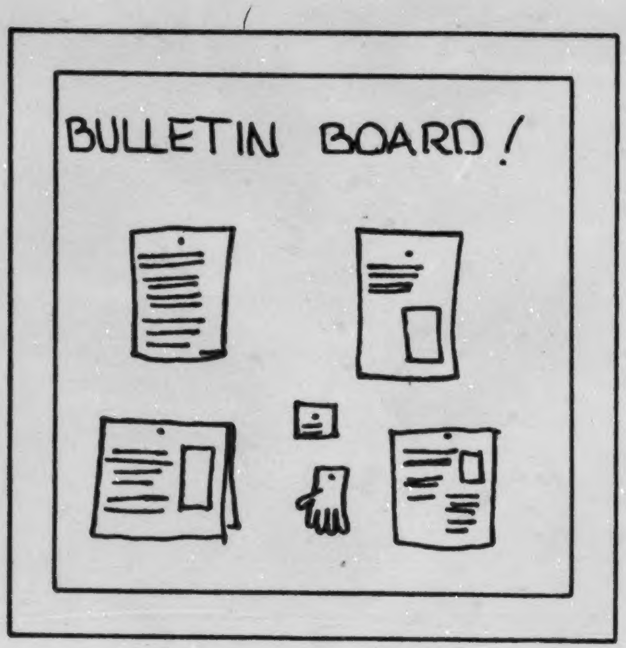
4. Make up a memo.

Date:

To:

From:

Subject:


BULLETIN BOARD!

Welcome...
OPEN HOUSE TODAY

JOB-RELATED ACTIVITIES
UNIT IX

ASSIGNMENT SHEET #6 - BULLETIN BOARDS

1. Bulletins and announcements are placed on bulletin boards for you to read.

   a. Special Events
   b. Meetings to be held
   c. For Sale items
   d. Memos
   e. Parties

2. Locked bulletin boards

   Only the person with the key can place announcements on the board.

3. Unlocked bulletin boards

   Anyone can put up a notice.

Example:

FOR SALE

MOTORCYCLE

$450.00

Harley-Davidson

Five Years Old
Just Overhauled

Call 231-6060 after 5:00 p.m.

+++ 1. Write a For Sale Note

ASSIGNMENT SHEET #6 - BULLETIN BOARDS

Bulletin Boards are interesting.

a. Up-to-date information
b. Can use pictures
c. Can use cut-out letters
d. Can use drawings
e. Can use colored paper

Check the bulletin board each day to know events that will be taking place.

If you put an item on the bulletin board

a. Answer who, what, why, when, and where.
b. Place a notice or invitation on the board 6 days in advance.
c. Take notice or invitation off the board about 4 days after the event so people will be able to see that it was on the board and the notice had been given.

Example of a party notice:

Date: 12-17-198___

To: All Employees

From: Christmas Party Committee

Subject: Christmas Dinner

Everyone is invited to the Christmas Dinner on December 23, 198__ at 6:00 p.m. in the Midtown Motel Dining Room. Bring a white elephant gift with your name inside.

+++ 2. Write an invitation for a picnic below:

JOB-RELATED ACTIVITIES
UNIT IX

ASSIGNMENT SHEET #7 - ORDER OF BUSINESS

You may be asked to conduct a meeting. You can be prepared by practicing.

ORDER OF BUSINESS:

1. Call to order
2. Roll call (if necessary)
3. Reading, correction, and approval of minutes
4. Reading and receiving of the treasurer's report
5. Reports of other officers
6. Reports of standing committees
7. Reports of special committees
8. Unfinished (old) business
9. New business
10. Adjournment

+++ PRACTICE ALOUD. CONDUCT A MEETING.

1. "The meeting is now called to order."

2. "The secretary will call the roll."

3. "We will now have the minutes of the last meeting."
   (secretary read)
   "Are there any questions?"
   "If there are no corrections, the minutes will stand approved as read."

4. "We will now have the treasurer's report." (treasurer read)

5. "Do we have any officer reports?"

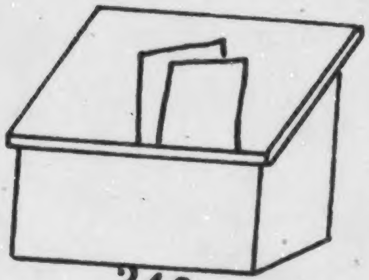
6. "Do we have any reports from standing committees?"

7. "Do we have any reports from special committees?"

8. "Is there any old business?"

9. "Is there any new business?"

10. "If there is no further business, the meeting is adjourned."



JOB-RELATED ACTIVITIES
UNIT IX

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1

1. Your own information

Assignment Sheet #2

1. Your local streets
2. Your own information
3. Your own information
4. Your own information

Assignment Sheet #3

1. North
2. West
3. East
4. South
5. 21

Locate cities:

1. Wichita
2. Kansas City
3. Pittsburg
4. Topeka

Travel:

1. 398
2. 140
3. 730
4. Dodge City to Wichita
5. Ft. Scott, to Wichita, to Dodge City to Garden City

Assignment Sheet #4

1. Your information

Assignment Sheet #5

1.

Date:	October 11, 198__
To:	Melissa Holmes
From:	(Your Name)
Subject:	Monthly Sales Meeting

C & G Shoe Company will have a monthly sales meeting at 10:00 a.m. on October 17 at the Midtown Hotel Conference room.

2.

Date:	June 25, 198___
To:	All Company Employees
From:	(Your Name)
Subject:	July 4 Picnic

A picnic will be held July 4 at 5:00 p.m. at the State Park.

3. (Your own information)

4. (Your own information)

Assignment Sheet #6

1. (Your own For Sale)
2. (Your own Invitation to a Picnic)

Assignment Sheet #7

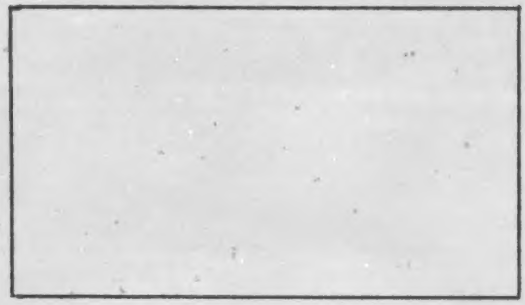
Practice by Speaking Aloud - Number 1 through number 10.

JOB-RELATED ACTIVITIES
UNIT IX

CHECK-UP

YOU WANT TO KNOW WHAT YOU HAVE LEARNED, SO LET US FIND OUT NOW.

1. Write N, S, E, W on the map correctly.



MAP

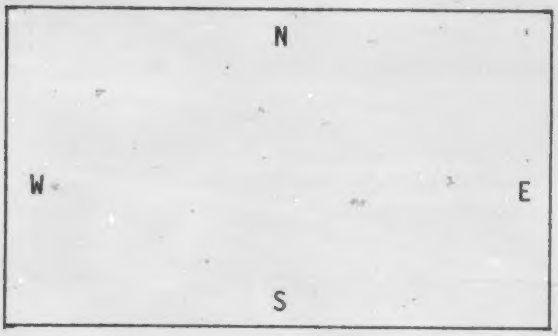
2. What city is the capitol of Kansas? ______________________________

3. What color is a gasoline can? ____________________________________

JOB-RELATED ACTIVITIES
UNIT IX

ANSWERS TO CHECK-UP

1.



MAP

2. Topeka

3. Red

PROGRESS SHEET

UNIT IX

GOAL- A GRADE OF SATISFACTORY

Unit IX	Date Completed	Incomplete	SATISFACTORY
Assignment Sheet #1 -- Count the Blocks from Your House to School			
Assignment Sheet #2 -- Local City Maps			
Assignment Sheet #3 -- Reading a Map			
Assignment Sheet #4 -- Change of Address Card			
Assignment Sheet #5 -- Memo			
Assignment Sheet #6 -- Bulletin Boards			
Assignment Sheet #7 -- Order of Business			

PERSONAL DEVELOPMENT
UNIT X

MAIN GOAL

RELAX AND BUILD SELF-CONCEPT

SPECIAL GOALS

After finishing this unit, you will be able to:

1. List ways to relax.
2. List personal hobbies.
3. List physical activities.
4. Look sharp, feel sharp, be sharp.
5. Learn how to be prepared:
    a. Job Skills
    b. Meeting New Friends
    c. Invited To A Party
    d. How To Study
    e. Find Time To Do Things You Really Want To Do
    f. Plan Your Time
    g. Use A Calendar To Remember
    h. Make A Daily Schedule Of "Will Do Today"
6. List why people work.
7. Respect other people.

PERSONAL DEVELOPMENT
UNIT X

SUGGESTED ACTIVITIES

I. Instructor:

  A. Talk about main goal and special goals.

  B. Read information sheet to the student.

  C. Make transparencies to emphasize instructional material.

  D. Give student assignment sheets as needed. Encourage working on plain paper to get information before copying it on the assignment sheets.

  E. Help student as needed.

  F. Evaluate with the words satisfactory and incomplete. If work is not satisfactory, have the student begin again, repeat same process until a satisfactory mark can be given.

II. Student:

  A. Read goals once.

  B. Listen to cassette tape and read goals again for directions.

  C. Study by reading the information sheet.

  D. Listen to cassette tape and read information sheet again for help in learning.

  E. Complete each assignment sheet. Listen to cassette tape for directions.

  F. When you do the work correctly, you will receive a satisfactory rating at the end of each assignment sheet.

  G. Keep the satisfactory sheets for further reference.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

  A. Goals

  B. Information Sheets

C. Transparency Masters

TM 1 -- How and Where You Spend Your Time

TM 2 -- Monthly Calendar

TM 3 -- The Finish Line

D. Assignment Sheets

1. Assignment Sheet #1 -- Relaxation
2. Assignment Sheet #2 -- Meeting New Friends
3. Assignment Sheet #3 -- Plan Your Time
4. Assignment Sheet #4 -- Monthly Calendar
5. Assignment Sheet #5 -- Daily Schedule
6. Assignment Sheet #6 -- Why People Work

E. Answers to Assignment Sheets

F. Check-Up

G. Answers to Check-Up

H. Progress Sheet

PERSONAL DEVELOPMENT
UNIT X

INFORMATION SHEET

1. Self-concept -- How you feel about yourself.
2. Build self-concept -- Learn to feel good about yourself.
3. Physical activities -- Anything that gives you exercise.
4. Relaxation -- The body is not tense

   not worried

   not anxious.
5. RSVP -- Answer if you please. Answer "yes" or "no".

PERSONAL DEVELOPMENT
UNIT X

ASSIGNMENT SHEET #1 -- RELAXATION

SCHEDULE ------------- WORK -- PLAY -- REST

Get eight hours of sleep or more per night. Some people will need more sleep. Some people will need less sleep.

How To Relax:

- Relaxation tapes
- Quiet music
- Reading
- Fishing
- Bicycle riding
- Hobbies
- Sun bathing

+++ 1. List how you relax.

____

____

____

____

____

ASSIGNMENT SHEET #1 - RELAXATION

HOBBIES

Some people spend much money on hobbies. Others spend only a small amount of money on a hobby. Some people have a hobby that they enjoy, but costs no money.

Examples of hobbies are: Growing flowers
Gardening
Sports
Painting
Sight seeing
Picture taking
Collecting antiques
Collecting buttons
Collecting ball-point pens

Friends help find items to add to collections.

You have things you are interested in. What are your hobbies?

+++ 2. List your hobbies:

ASSIGNMENT SHEET #1 - RELAXATION

PHYSICAL ACTIVITIES

Some people are very athletic. Others are not. We do all need physical exercise.

Some examples of physical activities are:

Jogging
Swimming
Lifting weights
Walking
Tennis
Bicycling
Volleyball
Golf (without a golf cart)

+++ 3. List your physical activities:

____

____

____

____

____

ASSIGNMENT SHEET #1 - RELAXATION

ON-THE-JOB RELAXATION

"Taking a break" is the term used for getting away from work for a little while and relaxing.

The "coffee break" usually includes groups of people -- which is not relaxing.

Can you sit down and put your feet up?

Can you close your eyes and do no thinking, just to clear the mind?

+++ 4. List how you could relax to help you on a job that you might be doing.

Job____

How to relax____________________________________

GOOD HEALTH

We all want to feel good. Sometimes we do not take good care of our bodies.

EAT A BALANCED DIET

Each day eat food from each of the basic food groups:

- Meat
- Vegetables
- Bread and cereals
- Milk products
- Fruit

DO NOT OVEREAT

If you are going to have a large meal tonight at a party, cut down during the day of the party and the day after the party.

Watch calories or watch taking seconds or cut down on the amount of food.

EAT LESS or EXERCISE MORE

PERSONAL DEVELOPMENT
UNIT X

SELF-CONFIDENCE

Look sharp - feel sharp - be sharp was a commercial on television several years ago.

Look sharp -- meant how others saw you.

Feel sharp -- meant how you felt about yourself.

Be sharp -- meant be the best you can be.

You can build your self-confidence.

If you feel well, you have a good start.

You feel good about yourself when you know other people think you look your best.

-- Is your hair the way you want that looks best on you?

-- Are your clothes clean and free of wrinkles?

-- Do you do your work well?

PERSONAL DEVELOPMENT
UNIT X

BE PREPARED

JOB SKILLS

Sometimes jobs are done away with because they are no longer needed.

Then, people will need to train for new jobs.

If you lose your job, you may file a claim for unemployment benefits at the nearest job opportunity center.

THEN:

1. Look for a new job.
2. Do not feel disappointed if you do not get a certain job. Each time you try for a job, you will learn something to help you when you try the next time.
3. You may take a temporary job that is not in your line of work. Then, keep looking for a better job. Keep looking for a permanent job. Keep looking for a job that you like.

PERSONAL DEVELOPMENT
UNIT X

ASSIGNMENT SHEET #2 - BE PREPARED

MEETING NEW FRIENDS

Remember people's names!! Keep thinking that you can remember a name. Do not think that you cannot remember.

While talking to a new friend, keep using the name. This will help you to remember.

Think of someone you know with the same name. This will help you to remember.

When introducing someone, do not point with your hands.

Learn how to introduce people. Practice this often and it will be easy to do:

1. A younger person and an older person.

   Say the older person's name first. "Mrs. Holmes, I want you to meet Jill."

2. A very important person and a less important person.

   Say the important person's name first. "President Carter, I want you to meet my brother."

3. Friends and parents.

   Say your parents name first. "Mother, I want you to meet David."

4. Male and female.

   Say the female's name first. "Melissa, I want you to meet Dylan."

+++ 1. Introduce the following. Practice aloud.

   a. Introduce a friend to your father.

   b. Introduce a friend to your mother.

   c. Introduce the principal of your school to your parents.

   d. Introduce two friends -- one a girl and one a boy.

   e. Introduce two friends -- two boys.

   f. Introduce two friends -- two girls.

PERSONAL DEVELOPMENT
UNIT X

BE PREPARED

ATTEND A PARTY

An invitation to a party may have RSVP printed at the bottom. RSVP means answer if you please. Refreshments will be prepared for the number of people who attend.

To RSVP means to say, "Yes, I will be there." Or it can be, "No, I cannot be there."

Remember to:

1. RSVP or answer the invitation.
2. Arrive and leave on time.
3. Thank the hostess when you leave.

Be friendly and pleasant.

If you see someone you do not know, go up and introduce yourself and say, "Hello, I am Dylan Matthew. What is your name?"

- a. Start a conversation.
  - 1) "Where do you work?"
  - 2) "Have you known the hostess long?"
  - 3) "Are you relatives or friends of the people having the party?"
  - 4) "Have you ever thought of taking up jogging?"
  - 5) "Have you seen the new movie that is showing this week?"

PERSONAL DEVELOPMENT
UNIT X

BE PREPARED

LEARN HOW TO STUDY

Studying is not just something that you do in school.

STUDYING IS LEARNING

Why study? Because there is something that you want to know. You have a reason to learn.

1. Say: "I can learn by studying."

2. Pick the best time and place to study. What is best for you?

   a. Early morning

   b. Afternoon

   c. Night

3. You may need extra help or tutoring.

   a. Teachers

   b. Friends

   c. Parents

   d. Educational TV

   e. Cassette tapes

   f. Reading machines

Learning takes place all the time. You can get help at the public library, school library, college or university library, and from commercial movies.

PERSONAL DEVELOPMENT
UNIT X

ASSIGNMENT SHEET #3 - PLAN YOUR TIME

+++ 1. For one week, keep a record of your time.

   a. Mark your school hours and working hours.

   b. Mark your "have to" time.

   c. Try to find time in your schedule for something that YOU REALLY WANT TO DO.

   d. There are only 24 hours in a day and a night.

WHAT HOURS DO YOU NEED TO USE?

Name ______________________________ Week of ______________

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							

Write how and where you spend your time from 7:00 a.m. to 10:00 p.m.

X-225 A TM X-1

ASSIGNMENT SHEET #4 -- MONTHLY CALENDAR

A calendar can help you to remember important events.

+++ 1. Keep a calendar for one month.

2. Write in the month.
3. Number each day in the month.
4. Write in each square the things you will be doing each day.
5. Write it in as soon as you first know about it.

See the example below:

JULY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Pay rent.	2 Begin working at Carol's Drive-In	3 PICNIC 6:00 p.m. State Park	4	5 Payday	6 Car payment due.
7	8 Amy's Birthday	9	10 5:00 p.m. Meeting	11	12 Payday	13 MOVIE
14	15 Dr. Ellis Stitches out of leg	16	17 FRISBEE CONTEST 1:00 p.m.	18 Car Tune-Up	19 Payday	20 Dentist 9:30 a.m.
21	22 VACATION	23	24	25	26	27 Disco Dance at the Barn 8:30 p.m.
28	29 David's Birthday	30	31			

MONTHLY CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

ASSIGNMENT SHEET #5 - DAILY SCHEDULE

A checklist is very useful if used each day. If everything is not done at the end of the day, write it on the list for the next day.

BE PREPARED

+++ You are taking a trip. Write in the following that you will do today.

1. Pack for trip.
2. Put gas in the car.
3. Check the oil.
4. Call. Have newspapers held.
5. Have neighbor get the mail.
6. Take cat food to Jill and Dylan. Ask them to feed the cat.

ASSIGNMENT SHEET #6 - WHY PEOPLE WORK

PEOPLE WORK

1. For wants and needs.
2. To have self-respect and the respect of others.
3. To have a purpose in life.
4. To feel useful.
5. To be of service to others.
6. To be with other people.
7. To have a feeling of self-worth.

Work for needs:

- Food
- Clothing
- Shelter

Work for wants:

- Car
- T.V.
- Play
- Savings

Work can be hard. At the end of the day, you may feel tired. A shower or bath will help refresh you. You will feel rested to enjoy your evening.

You can feel pleased with yourself. You will feel good knowing you have done your work well.

You have a right to feel important.

+++ 1. Write your reasons for wanting to work.

IMPORTANT WORDS

These words may help you keep your job. These words can help you feel better on and off the job.

The six most important words,

"I ADMIT I MADE A MISTAKE"

The five most important words,

"YOU DID A GOOD JOB"

The four most important words,

"WHAT IS YOUR OPINION"

The three most important words,

"IF YOU PLEASE"

The two most important words,

"THANK YOU"

The one most important word,

"YOU"

The least most important word,

"I"

TREAT OTHERS THE WAY THAT YOU WANT TO BE TREATED

PERSONAL DEVELOPMENT
UNIT X

CONGRATULATIONS

You have just completed Special Needs in Business, Learn the Basics.

You will continue to use this information in your lifetime. Keep this material to refer to later.

You can be proud of yourself!!! You have received satisfactory on every assignment.

You have crossed the finish line -- CONGRATULATIONS.

+ + +

THE END

PERSONAL DEVELOPMENT
UNIT X

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1

(Your personal information)

Assignment Sheet #2

(Your personal information)

Assignment Sheet #3

(Your personal information)

Assignment Sheet #4

(Your personal information)

Assignment Sheet #5

Pack for trip.

Put gas in the car.

Check the oil.

Call. Have newspapers held.

Have a neighbor get the mail.

Take cat food to Jill and Dylan. Ask them to feed the cat.

Assignment Sheet #6

(Your personal information)

PERSONAL DEVELOPMENT
UNIT X

CHECK - UP

YOU WANT TO KNOW WHAT YOU HAVE LEARNED, SO LET US FIND OUT NOW

1. Most people need ____________ hours sleep.
2. Do all hobbies cost money? ___________________ (yes or no)
3. When you introduce a friend to your parents, what name do you say first? (friend or parents) ____________________________
4. What does RSVP mean for you to do?

   ____

5. Studying is ___________________________________.
6. Why do people work?

   For _________________________ and _______________________.

PERSONAL DEVELOPMENT
UNIT X

ANSWERS TO CHECK-UP

1. 8
2. No
3. Parents
4. Answer yes or no
5. Learning
6. Wants, needs

PROGRESS SHEET

X-234

UNIT X

GOAL - A GRADE OF SATISFACTORY

Unit X	Date Completed	Incomplete	SATISFACTORY
Assignment Sheet #1 -- Relaxation			
Assignment Sheet #2 -- Meeting New Friends			
Assignment Sheet #3 -- Plan Your Time			
Assignment Sheet #4 -- Monthly Calendar			
Assignment Sheet #5 -- Daily Schedule			
Assignment Sheet #6 -- Why People Work			